

City of Mt. Vernon, Iowa

Meeting:	Mt. Vernon City Council Meeting
Place:	Mt. Vernon Police Station, 380 Old Lincoln Hwy., Mt. Vernon, Iowa 52314
Date/Time:	November 15, 2021 – 6:30 PM
Web Page:	www.cityofmtvernon-ia.gov
Posted:	November 12, 2021

Mayor:	Jamie Hampton	City Administrator:	Chris Nosbisch
Mayor Pro-Tem:	Tom Wieseler	City Attorney:	Robert Hatala
Councilperson:	Stephanie West	Assis. Admin/City Clerk:	Sue Ripke
Councilperson:	Scott Rose	Deputy City Clerk:	Marsha Dewell
Councilperson:	Deb Herrmann	Chief of Police:	Doug Shannon
Councilperson:	Eric Roudabush		

The City Council will be returning to in-person meetings starting June 21, 2021. **The Council asks that you please wear a mask if you are unvaccinated and observe social distancing protocols.** The public entrance to the police station can be found on the west side of the building.

For those individuals that are unable to attend or still do not feel comfortable with in-person meetings, the City is providing a Zoom option. For those planning to attend via Zoom, please use the following information:

You will be prompted for the following information:

1. Telephone #: 1-312-626-6799
2. Meeting ID: 812 0477 4233
3. Password: 160234

Should you need assistance to access the meeting, please contact Chris at 319-359-8613.

- A. Call to Order**
- B. Agenda Additions/Agenda Approval**
- C. Communications:**
 - 1. Unscheduled

If you wish to address the City Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached. If you wish to address the City Council on an item **not** on the agenda, please approach the microphone and give your name and address for the public record before discussing your item. Each individual will be granted no more than five (5) minutes.

D. Consent Agenda

Note: These are routine items and will be enacted by one motion without separate discussion unless a Council Member requests separate consideration.

1. Approval of City Council Minutes – November 1, 2021 Regular Council Meeting

E. Public Hearing

1. None

F. Ordinance Approval/Amendment

1. Ordinance #11-15-2021A: Providing that General Property Taxes Levied and Collected Each Year on Certain Property Located Within the Stonebrook Urban Renewal Area, in the City of Mount Vernon, County of Linn, State of Iowa, by and for the Benefit of the State of Iowa, City of Mount Vernon, County of Linn, Mount Vernon Community School District, and Other Taxing Districts, be Paid to a Special Fund for Payment of Principal and Interest on Loans, Monies Advanced to and Indebtedness, Including Bonds Issued or to be Issued, Incurred by the City in Connection with the Stonebrook Urban Renewal Area (Phase 3 Parcels)
 - i. Motion to approve the first reading and proceed to the second reading (Council may suspend rules and proceed to the final reading after a vote of the first reading)

G. Resolutions for Approval

1. Resolution #11-15-2021A: Approving Transfers for Fiscal Year 2021-2022

H. Mayoral Proclamation

1. None

I. Old Business

1. None

J. Motions for Approval

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of Covid Related Issues/Policies – Council Action as Needed
3. Discussion and Consideration of Housing Commission Highway 30 By-Pass Area Housing Concept – Council Action as Needed
4. Discussion and Consideration of Annual Cedar Rapids Metro Economic Alliance Membership – Council Action as Needed
5. Discussion and Consideration of Extrication Equipment for the Mt. Vernon Fire Department – Council Action as Needed
6. Discussion and Consideration of Turf Tank Automated GPS Field Sprayer Agreement - Council Action as Needed
7. Discussion and Consideration of Mt. Vernon City Planner Job Description – Council Action as Needed
8. Discussion and Consideration of Appointing Laura Eckles as the Mt. Vernon City Planner – Council Action as Needed
9. Discussion and Consideration of Setting a Public Hearing Date for an Ordinance Establishing Precinct Boundaries for the City of Mt. Vernon, Iowa – Council Action as Needed
10. Discussion and Consideration of Tree Purchase/Donation for Parks and Limited Right of Ways – Council Action as Needed
11. Discussion and Consideration of Membership Referral Marketing Program at the LBC – Council Action as Needed
12. Discussion and Consideration of Pay Application #17 for the 2019 Wastewater Treatment Plant Improvement Project – Council Action as Needed

K. Reports to be Received/Filed

1. Mt. Vernon/Lisbon Police Report
2. Mt. Vernon Public Works Report
3. Mt. Vernon Parks and Rec Report

L. Discussion Items (No Action)

1. Council Vacancy Procedures

M. Reports of Mayor/Council/Administrator

1. Mayor's Report
2. Council Reports
3. Committee Reports
4. City Administrator's Report

N. Adjournment

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 895-8742 to arrange for accommodations.

D. Consent Agenda

The City Council returned to in-person meetings held at the Police Station, 380 Lincoln Hwy. The Council asked that those in attendance wear a mask if unvaccinated and observe social distancing protocols. The public entrance to the police station is on the west side of the building. For those individuals that were unable to attend or did not feel comfortable with in-person meetings, the City provided a Zoom option. For those planning to attend via Zoom the following information was needed: Telephone #1-312-626-6799, Meeting ID: 819 2240 8237, Password: 169326. If assistance was needed before the meeting they could contact City Administrator Chris Nosbisch at 319-359-8613. The following Council members were present: Roudabush, West, Wieseler and Rose. Herrmann was present via Zoom.

Call to Order. At 6:33 p.m. Mayor Jamie Hampton called the meeting to order.

Agenda Additions/Agenda Approval. Motion to approve the Agenda made by Rose, seconded by West. Motion carries.

Consent Agenda. Motion to approve the Consent Agenda made by West, seconded by Rose. Motion carries.

Approval of City Council Minutes – October 18, 2021 Regular Council Meeting

Approval of Liquor License – Bon Appetit

Approval of Liquor License - Lincoln Winebar

Ordinance Approval/Amendment

Ordinance #10-4-2021A: Providing that General Property Taxes Levied and Collected Each Year on Certain Property Located within the Spring Meadow Heights Urban Renewal Area, in the City of Mount Vernon, County of Linn, State of Iowa, by and for the Benefit of the State of Iowa, City of Mount Vernon, County of Linn, Mount Vernon Community School District, and Other Taxing Districts, to be Paid to a Special Fund for Payment of Principal and Interest on Loans, Monies Advanced to and Indebtedness, Including Bonds Issued or to be Issued, Incurred by the City in Connection with the Spring Meadow Heights Urban Renewal Area (Phase 2 Parcels). City Administrator Nosbisch stated that staff has not received any written or verbal communication since the second reading of this ordinance. Motion to approve the third and final reading of Ordinance #10-4-2021A made by Rose, seconded by Wieseler. Roll call motion. Motion carries.

Resolutions for Approval

Resolution #11-1-2021A: Approving the Annual Urban Renewal Report for FY 2021 to the Department of Revenue. The Urban Renewal Report is an annual report required by the State. It shows how the City uses Tax Increment Financing. Motion to approve Resolution #11-1-2021A made by Wieseler, seconded by West. Roll call vote. Motion carries.

Resolution #11-1-2021B: Approving the Annual Financial Report for FY 21. The Annual Financial Report details the revenues and expenditures for the fiscal year. Motion to approve Resolution #11-1-2021B made by Rose, seconded by Wieseler. Roll call vote. Motion carries.

Resolution #11-1-2021C: Certifying the TIF Debt Incurred in CY 2021 for FY 2023 to the Linn County Auditor. TIF debt has to be certified before December 1st each year. There are three sets of certification

papers; one is for Stonebrook, one for Spring Meadows and the other is a general TIF request. Motion to approve Resolution #11-1-2021C made by West, seconded by Wieseler. Roll call vote. Motion carries.

Resolution #11-1-2021D: Approving the Disposal of City Owned Property. Resolution #11-1-2021D approves of the disposal of some old office furniture, a mower, and the 2012 Chevy Tahoe. Motion to approve Resolution #11-1-2021D made by Wieseler, seconded by Rose. Roll call vote. Motion carries.

Resolution #11-1-2021E: Approving the Street Light Locations Along Bryant Rd. Adjacent to the Public Works Site. Staff has had trouble with illegal dumping occurring at the new Public Works site. They would like to install cameras and lighting to counteract this. The resolution names street lights but these lights are more like rural yard lights. Motion to approve Resolution #11-1-2021E made by West, seconded by Wieseler. Roll call vote. Motion carries.

Resolution #11-1-2021F: Establishing Additional Snow Routes within the City of Mt. Vernon. The new snow route maps have been distributed to the community. Staff has received some phone calls but most were asking for clarification of what a snow route is. There has not been any negative feedback. Motion to approve Resolution #11-1-2021F made by Wieseler, seconded by Rose. Roll call vote. Motion carries.

Resolution #11-1-2021G: Accepting Work for the Project Known as the Wastewater Treatment Plant Improvements 2019 with WRH, Inc. Approval of Resolution #11-1-2021G accepts the final contract price of \$1,664,338.22 and completion of the 2019 Wastewater Treatment Plant Improvement project Phase I, UV Disinfection project. The \$83,216.91 retainage check will be held for the 30 day mandatory period. Motion to approve Resolution #11-1-2021G made by Rose, seconded by West. Roll call vote. Motion carries.

Motions for Approval

Consideration of Claims List – Motion to Approve. Motion to approve the Claims List made by Rose, seconded by Wieseler. Motion carries.

AHLERS & COONEY P.C.	STONEBROOK URP	248.00
AHLERS & COONEY P.C.	SPRING MEADOW HGHTS URP	24.00
AIRGAS INC	SUPPLIES-PW	79.69
ALISHA WHAN	REFUND-LBC	25.00
ALLIANT IES UTILITIES	ENERGY USAGE-WAT	2,089.74
ALLIANT IES UTILITIES	ENERGY USAGE-SEW	34.93
ALLIANT IES UTILITIES	ENERGY USAGE-P&REC	34.12
AUDITOR OF STATE	AUDIT FILING FEE-P&A	625.00
BANKCARD 8076	CREDIT CARD FEES-LBC	379.68
BON APPETIT	MANAGERS MTG-P&A	345.27
BRADY LANHAM	EXHAUST FAN-FD	2,092.53
CAYLER CONSULTING LLC	SERGEANT ASSESSMENT-PD	2,092.86
CHAPPYS REPAIR LLC	HUSTLER MOWER MAINT-RUT	29.00
CHRIS NOSBISCH	MILEAGE-P&A	316.40
CITY LAUNDERING CO	SERVICES-P&A	56.64
CITY LAUNDERING CO	SERVICES-P&A	56.64
CLIFTON LARSON ALLEN	AUDITOR FEES-ALL DEPTS	8,400.00
DEERE & COMPANY	JD994 60" DECK MOWER-PW,P&REC	15,692.46
DELTA DENTAL OF IOWA	INSURANCE-ALL DEPTS	1,661.54
EBS	INSURANCE CLAIMS-ALL DEPTS	1,791.79
EBS	INSURANCE CLAIMS-ALL DEPTS	1,178.54
EBS	INSURANCE CLAIMS-ALL DEPTS	1,166.08
EBS	INSURANCE CLAIMS-PD	508.34
EBS	ADMIN FEE-ALL DEPTS	345.50

EBS	INSURANCE CLAIMS-ALL DEPTS	229.40
EBS	INSURANCE CLAIMS-ALL DEPTS	183.40
EMILY VISLISEL	REFUND-LBC	25.00
EMS LEARNING RESOURCES CENTER	EMS TRAINING-FD	6,200.00
GORDON LUMBER COMPANY	BLDG SUPPLIES-RUT,P&REC,WAT	954.40
HAWKEYE FIRE & SAFETY CORP	SUPPLIES-PD	70.00
IMWCA	AUDIT PREMIUM-ALL DEPTS	6,946.00
IOWA ASSOC OF MUNICIPAL UTIL	SGEI MEMBERSHIP-PW	3,794.74
IOWA LEAGUE OF CITIES	BANGUET REGISTRATION-P&A	60.00
IOWA ONE CALL	LOCATES-WAT,SEW	195.30
IOWA PRISON INDUSTRIES	GARBAGE BAGS-S/W	928.15
IOWA SOLUTIONS INC	MONTHLY MAINT-PD	927.50
IOWA SOLUTIONS INC	MONTHLY MAINT-ALL DEPTS	817.75
JOE'S QUALITY WINDOW CLEANING	WINDOW CLEANING-PD	40.00
KLUESNER CONSTRUCTION INC	ASPHALT PATCHING-RUT	15,625.40
KLUESNER CONSTRUCTION INC	ASPHALT PATCHING-RUT	4,504.32
KLUESNER CONSTRUCTION INC	ASPHALT PATCHING-RUT	1,221.00
LINDSEY HOTZ	REFUND-POOL	80.00
LINN CO-OP OIL CO	FUEL-PW	2,379.93
LYNCH FORD	2021 FORD EXPLORER	39,220.00
LYNCH FORD	2022 F250-RUT	30,175.00
LYNCH FORD	5K MI MAINT-PD	76.69
MARSHA DEWELL	MILEAGE-ALL DEPTS	169.12
MARY GERBO	REFUND-POOL	80.00
MATTHEW TURNER	REFUND-LBC	128.40
MEDIACOM	PHONE/INTERNET-P&A	352.07
MEDIACOM	PHONE/INTERNET-RUT	251.68
MIDWEST WHEEL CO	HITCHES-RUT	367.42
MIDWEST WHEEL CO	TOOLS-RUT	37.36
MOUNT VERNON BANK & TRUST CO	NSF CHECK-WAT	118.22
PAM CROSSLEY	OPEN/CLOSE REFUND	275.00
PATTY LYNCH	REFUND-LBC	30.00
PAYROLL	CLAIMS	84,939.85
PITNEY BOWES	POSTAGE METER LEASE-ALL DEPTS	165.33
ROTO-ROOTER	LOCATE BREAK-SEW	2,560.00
SARAH BOOTS	REIMB-LBC	93.60
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES-P&A	1,102.50
SPRAY-LAND USA	BRINE SYSTEM MAINT-RUT	110.40
STAPLES INC	SUPPLIES-P&A	97.29
SUE RIPKE	MILEAGE-P&A,WAT,SEW	169.12
SUN LIFE ASSURANCE COMPANY	INSURANCE-ALL DEPTS	1,517.19
SUSAN MURPHY	REFUND-LBC	30.00
TOTAL TREE CARE OF IOWA CITY	TREE MAINT-S/W	24,330.00
TOTAL TREE CARE OF IOWA CITY	TREE MAINT-S/W	8,537.50
TOTAL TREE CARE OF IOWA CITY	TREE MAINT-S/W	5,250.00
TOTAL TREE CARE OF IOWA CITY	TREE MAINT-S/W	3,375.00
TOTAL TREE CARE OF IOWA CITY	TREE MAINT-S/W	3,237.50
UMB	2019 ADMIN FEE - DEBT SERVICE	600.00
US BANK	CREDIT CARD PURCHASES-ALL DEPTS	15,872.17
US CELLULAR	CELL PHONE-P&REC,WAT,SEW	153.77
VEENSTRA & KIMM INC	STONEBROOK 9 & 10 PRELIM PLAT	1,051.00
VEENSTRA & KIMM INC	CITY ENGINEERING GENERAL	651.00
VEENSTRA & KIMM INC	4TH AVE WATER MAIN	100.00
WATER SOLUTIONS UNLIMITED INC	SUPPLIES-SEW	1,229.50

WELLMARK	INSURANCE-ALL DEPTS	23,287.25
WENDLING QUARRIES	RETAINING WALL ROCK-P&REC	450.75
WENDLING QUARRIES	RETAINING WALL ROCK-P&REC	337.26
WENDLING QUARRIES	RETAINING WALL ROCK-P&REC	251.30
TOTAL		335,236.28

DEBT SERVICE FUND	600.00
GENERAL FUND	93,471.56
LBC	6,432.93
PAYROLL	84,939.85
ROAD USE TAX FUND	64,002.91
SEWER FUND	18,921.98
SOLID WASTE	49,017.88
STORM WATER FUND	1,081.43
WATER FUND	16,767.74
TOTAL	335,236.28

Discussion and Consideration of Covid Related Issues/Policies – Council Action as Needed. No changes were made to Covid related issues/policies.

Discussion and Consideration of Cedar Valley Humane Society Request to Receive 1.5%-2.5% of the City of Mount Vernon's ARPA Funding – Council Action as Needed. Wieseler motioned to decline to take any action, seconded by West. Motion carries.

Discussion and Consideration of Request for Proposals for the Swimming Pool Feasibility Study – Council Action as Needed. An RFP for the swimming pool is ready to be distributed to professional consulting firms that can prepare a Swimming Pool Feasibility Study. The chosen firm will work closely with staff and public to determine the information needed to provide a study containing the needs of the City and surrounding area. The study will also include market and site analysis, facility planning as well as design alternatives and costs. Submittals are due Monday, December 20, 2021, no later than 4:00 p.m. Rose motioned to move forward with the Request for Proposal for the Swimming Pool Feasibility Study, seconded by West. Motion carries.

Discussion and Consideration of Sergeant Appointment to the Mt. Vernon/Lisbon Police Department – Council Action as Needed. After being vacant for six years Police Chief Doug Shannon is recommending the promotion of Officer Daniel Daubs to the position of Police Sergeant. Two candidates were evaluated by Caylor Consulting, LLC; a process that took all day. Officer Daubs began his career with Mount Vernon on August 9, 1999. Motion to accept Chief Shannon's recommendation and approve the promotion of Officer Daubs to Sergeant made by Wieseler, seconded by Rose. Motion carries.

Discussion and Consideration of Remanding the Variance Request for 716 8th Street NW - Council Action as Needed. A variance was requested by the residents at 716 8th Street NW. The request was approved by the Board of Adjustment on October 19, 2021 with a 2-1 vote. Staff is asking Council to remand the decision for two reasons. The first reason why it should be remanded is because there were only three members present at the meeting; a 2-1 vote in favor of a variance is unusual. Also, an existing garage on the property and alternative locations for the proposed addition makes it difficult to meet the hardship requirement. If approved, Council should consider a code amendment. Roudabush said he had a problem with remanding the variance after it was approved by the Board of Adjustment. Wieseler motioned to

remand back to the Board of Adjustment with the stipulation that all members be present and vote, seconded by Rose. Ayes: West, Wieseler, Herrmann and Rose. Nays: Roudabush.

Reports to be Received/Filed

Cole Public Library Year End Report. A full report can be viewed on the City website in the November 1, 2021 Council packet.

Discussion Items (No Action)

Auditor's Note. Council was made aware that the recent audit will include a "Questionable Donation" finding. Auditors' red flagged the City's annual contribution to SE Linn Community Center. Staff will contact the State to determine how payments can continue.

Reports of Mayor/Council/Administrator

City Administrator's Report. Staff met with Cornell and MVCSD regarding alternative ingress and egress measures for the north side of the high school. Ten city managers/administrators visited the community and toured the LBC. City offices will be closed Thursday, November 11 in observance of Veteran's Day.

As there was no further business to attend to the meeting adjourned the time being 7:45, p.m., November 1, 2021.

Respectfully submitted,
Sue Ripke
City Clerk

F. Ordinance Approval/Amendment

AGENDA ITEM # F – 1

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	November 15, 2021
AGENDA ITEM:	Ordinance #11-15-2021A
ACTION:	Motion

SYNOPSIS: This ordinance is necessary to capture TIF monies on the next addition to Stonebrook (9th Addition).

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Ordinance #11-15-2021A

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21

ORDINANCE NO. _____

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON **CERTAIN PROPERTY** LOCATED WITHIN THE STONEBROOK URBAN RENEWAL AREA, IN THE CITY OF MOUNT VERNON, COUNTY OF LINN, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF MOUNT VERNON, COUNTY OF LINN, MOUNT VERNON COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY THE CITY IN CONNECTION WITH THE STONEBROOK URBAN RENEWAL AREA (**PHASE 3 PARCELS**)

WHEREAS, the City Council of the City of Mount Vernon, State of Iowa, after public notice and hearing as prescribed by law and pursuant to Resolution No. 1-2-2018A passed and approved on the 2nd day of January, 2018, adopted an Urban Renewal Plan (the "Urban Renewal Plan") for an urban renewal area known as the Stonebrook Urban Renewal Area (the "Urban Renewal Area"), which Urban Renewal Area includes the lots and parcels located within the area legally described as follows ("**Phase 3 Parcels**"):

BEGINNING at the Northwest Corner of Parcel "A" of Plat of Survey #1743 in accordance with the Plat thereof Recorded in Book 8149 at Page 588 of the Records of the Linn County Recorder's Office; Thence S01°22'49"E, along the West Line of said Parcel "A", 258.85 feet; Thence S14°39'57"W, along said West Line, 49.59 feet, to the Southwest Corner thereof; Thence S75°27'52"E, along the South Line of said Parcel "A", 370.33 feet; Thence S11°45'13"E, along said South Line, 63.56 feet, to the Southeast Corner thereof, and a Point on the West Line of Stonebrook Fourth Addition, in accordance with the Plat thereof Recorded in Book 6194 at Page 621 of the Records of the Linn County Recorder's Office; Thence S35°44'02"W, along said West Line, 28.81 feet; Thence S15°22'06"W, along said West Line, 391.57 feet; Thence Northwesterly 125.88 feet along a 651.27 foot radius curve, concave Southwesterly, whose 125.68 foot chord bears N69°07'46"W; Thence N74°40'00"W, 229.90 feet; Thence S15°22'06"W, 60.00 feet; Thence N74°40'00"W, 25.76 feet; Thence Northwesterly 192.69 feet along a 1302.47 foot radius curve, concave Southwesterly, whose 192.52 foot chord bears N78°54'18"W; Thence N00°28'18"W, 60.47 feet; Thence N01°03'33"W, 566.94 feet; Thence S88°56'27"W, 140.00 feet; Thence N01°03'33"W, 15.00 feet; Thence N88°56'27"E, 140.00 feet; Thence N54°35'10"E, 181.20 feet; Thence Northeasterly 210.27 feet along a 55.00 foot radius curve, concave Northwesterly, whose 103.68 foot chord bears N35°03'51"E; Thence N88°56'27"E, 129.29 feet; Thence S00°50'46"W, 63.27 feet, to the POINT OF BEGINNING. Said Tract of Land contains 9.21 Acres, and is subject to easements and restrictions of record.

WHEREAS, expenditures and indebtedness are anticipated to be incurred by the City of Mount Vernon, State of Iowa, to finance urban renewal project activities carried out in furtherance of the objectives of the Urban Renewal Plan; and

WHEREAS, the City Council of the City of Mount Vernon, State of Iowa, desires to provide for the division of revenue from taxation on the **Phase 3 Parcels** in the Urban Renewal Area, as above described, in accordance with the provisions of Section 403.19 of the Code of Iowa, as amended. [Note: The **Phase 3 Parcels** is the only portion of the Urban Renewal Area that will be included in this TIF Ordinance. The City has previously adopted a separate ordinance which provide for the division of revenue with respect to other portions of the Urban Renewal Area. Nothing in this Ordinance shall amend the prior ordinance(s) nor shall this Ordinance impact the base value or division of revenue already established in the previously approved ordinance(s). The City anticipates that as other parcels develop (increase in value) in the future, the City will adopt separate TIF ordinance(s) on other parcels/areas within the Urban Renewal Area. Therefore, the various TIF ordinances in this Urban Renewal Area will have different frozen bases and different expiration dates.]

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, STATE OF IOWA:

Section 1. That the taxes levied on the taxable property in the **Phase 3 Parcels** of the Urban Renewal Area legally described in the preamble hereof, by and for the benefit of the State of Iowa, City of Mount Vernon, County of Linn, Mount Vernon Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2. That portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts upon the total sum of the assessed value of the taxable property in the **Phase 3 Parcels** of the Urban Renewal Area, as shown on the assessment roll as of January 1 of the calendar year preceding the first calendar year in which the City of Mount Vernon, State of Iowa, certifies to the Auditor of Linn County, Iowa the amount of loans, advances, indebtedness, or bonds payable from the division of property tax revenue described herein, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for the taxing district into which all other property taxes are paid.

Section 3. That portion of the taxes each year in excess of the base period taxes determined as provided in Section 2 of this Ordinance shall be allocated to and when collected be paid into a special tax increment fund of the City of Mount Vernon, State of Iowa, hereby established, to pay the principal of and interest on loans, monies advanced to, indebtedness, whether funded, refunded, assumed or otherwise, including bonds or obligations issued under the authority of Section 403.9 or 403.12 of the Code of Iowa, as amended, incurred by the City of Mount Vernon, State of Iowa, to finance or refinance, in whole or in part, urban renewal projects undertaken anywhere within the Urban Renewal Area pursuant to the Urban Renewal Plan, except that (i) taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Iowa Code Section 298.2 and taxes for the instructional

support program of a school district imposed pursuant to Iowa Code Section 257.19 (but in each case only to the extent required under Iowa Code Section 403.19(2)); (ii) taxes for the payment of bonds and interest of each taxing district; (iii) taxes imposed under Iowa Code Section 346.27(22) related to joint county-city buildings; and (iv) any other exceptions under Iowa Code Section 403.19 in existence at the time this Ordinance becomes effective shall be collected against all taxable property within the **Phase 3 Parcels** of the Urban Renewal Area without any limitation as hereinabove provided.

Section 4. Unless or until the total assessed valuation of the taxable property in the **Phase 3 Parcels** of the Urban Renewal Area exceeds the total assessed value of the taxable property in the **Phase 3 Parcels** of the Urban Renewal Area as shown by the assessment roll referred to in Section 2 of this Ordinance, all of the taxes levied and collected upon the taxable property in the **Phase 3 Parcels** of the Urban Renewal Area shall be paid into the funds for the respective taxing districts as taxes by or for the taxing districts in the same manner as all other property taxes.

Section 5. At such time as the loans, advances, indebtedness, bonds, and interest thereon of the City of Mount Vernon, State of Iowa, referred to in Section 3 hereof have been paid, all monies thereafter received from taxes upon the taxable property in the **Phase 3 Parcels** of the Urban Renewal Area shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 6. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. The provisions of this Ordinance are intended and shall be construed so as to fully implement the provisions of Section 403.19 of the Code of Iowa, as amended, with respect to the division of taxes from property within the **Phase 3 Parcels** of the Urban Renewal Area as described above. In the event that any provision of this Ordinance shall be determined to be contrary to law, it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the **Phase 3 Parcels** of the Urban Renewal Area and the territory contained therein.

Section 7. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2021.

Mayor

ATTEST:

City Clerk

Read First Time: _____, 2021

Read Second Time: _____, 2021

Read Third Time: _____, 2021

PASSED AND APPROVED: _____, 2021.

I, _____, City Clerk of the City of Mount Vernon, State of Iowa, hereby certify that the above and foregoing is a true copy of Ordinance No. _____ passed and approved by the City Council of the City at a meeting held _____, 2019, signed by the Mayor on _____, 2021, and published in the Mount Vernon-Lisbon Sun on _____, 2021.

City Clerk, City of Mount Vernon, State of
Iowa

(SEAL)

01964050-1\13932-032

ORDINANCE CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF LINN)

1. I certify that Ordinance Number _____, of which a true copy is attached, was duly adopted by the City Council of the City of Mount Vernon, State of Iowa, signed by the Mayor and published as required by law and is now in effect. I further certify that the consideration(s) and votes taken for the enactment of the Ordinance were as follows:

- a. First consideration - Date: _____
Vote: In favor _____, Opposed _____,
Absent or Abstain _____.
- b. Second consideration - Date: _____
Vote: In favor _____, Opposed _____,
Absent or Abstain _____.
- c. Final Consideration - Date: _____
Vote: In favor _____, Opposed _____,
Absent or Abstain _____.
- d. Publication Date: _____.

2. The Ordinance was not considered on any date after its first consideration as shown above when it did not receive an affirmative vote for passage.

3. On the date of _____, _____, the City Council adopted a motion for the suspension of the rule requiring separate consideration at three meetings and voted the final adoption of the Ordinance. The vote for suspension of the rules was by three-fourths of the full City Council, voting _____ in favor, _____ opposed and _____ absent, vacant or abstaining and was duly recorded.

4. I further certify that each meeting for the consideration of the Ordinance was duly and publicly held, with a notice of the meeting and tentative agenda naming the consideration of the Ordinance timely posted and upon reasonable advance notice to the media as required by the Chapter 21 of the Code of Iowa and rules of the Council then governing.

5. I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or

boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the City hereto affixed this _____ day of _____, 2021.

City Clerk, City of Mount Vernon, State of Iowa

(SEAL)

**(Attach Affidavit of Publication to this Certificate
and send Certificate and Affidavit to Ahlers & Cooney, P.C.)**

01964042-1\13932-032

CITY CLERK'S CERTIFICATION TO COUNTY AUDITOR

I hereby certify that attached hereto is a true and correct copy of the Tax Increment Ordinance approved by the City Council of the City of Mount Vernon, State of Iowa, designated as Ordinance Number _____, entitled:

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON **CERTAIN PROPERTY** LOCATED WITHIN THE STONEBROOK URBAN RENEWAL AREA, IN THE CITY OF MOUNT VERNON, COUNTY OF LINN, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF MOUNT VERNON, COUNTY OF LINN, MOUNT VERNON COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY THE CITY IN CONNECTION WITH THE STONEBROOK URBAN RENEWAL AREA (**PHASE 3 PARCELS**)

approved by the City Council on the _____ day of _____, 2021, and duly published on the _____ day of _____, 2021, the original of which is on file in the records of the undersigned.

Dated this _____ day of _____, 2021.

Clerk of the City of Mount Vernon

(CITY SEAL)

COUNTY AUDITOR'S CERTIFICATE

I, _____, County Auditor of Linn County, Iowa, hereby certify that on the _____ day of _____, 2021, there was filed in my office a copy of the Tax Increment Ordinance of the City of Mount Vernon, State of Iowa, Ordinance Number _____, approved by the City Council on the _____ day of _____, 2021, all duly certified upon the form attached above.

County Auditor of Linn County, Iowa

(COUNTY SEAL)

G. Resolutions for Approval

AGENDA ITEM # G – 1

AGENDA INFORMATION MT. VERNON CITY COUNCIL COMMUNICATION

DATE:	November 15, 2021
AGENDA ITEM:	Resolution #11-15-2021A
ACTION:	Motion

SYNOPSIS: This is the first transfer resolution for the year. A majority of the transfers are for capital projects, as we move monies from the various funding sources to the capital improvement project category. The transfer of \$163,401.64 from franchise fees to the CIP is for the 1st Street overlay project. The other large project listed in the amount of \$283,439.72 is a corrective measure for the south alley project. The south alley project was unintentionally accounted for in the LOST streets/sidewalks fund instead of the LOST streetscape fund.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21

RESOLUTION #11-15-2021A

A resolution approving transfers:

FROM FUND:	TO FUND:	
Franchise Fee	CIP	\$ 6,250.00
Franchise Fee	CIP	\$ 8,831.04
Franchise Fee	CIP	\$ 1,168.55
Business 30	CIP	\$ 675.00
Franchise Fee	CIP	\$163,401.64
Franchise Fee	CIP	\$ 1,920.76
SEW Veh Depreciation	Sewer Fund	\$ 26,659.00
WAT Veh Depreciation	Water Fund	\$ 26,659.00
LOST III Streets/Sidewalks	LOST III UR/Streetscape	\$283,439.72
LOST III Community Center	TIF	\$ 14,152.40

Motion made by _____ seconded by _____ to _____
Resolution #11-15-2021A

Resolution #11-15-2021A _____ on November 15, 2021 by the
following roll call vote:

YES:

NO:

ABSTAIN:

ABSENT:

MOUNT VERNON, IOWA

Jamie Hampton, Mayor

ATTEST:

Sue Ripke
City Clerk

J. Motions for Approval

CITY OF MOUNT VERNON
CLAIMS FOR APPROVAL, NOVEMBER 15, 2021

PAYROLL	CLAIMS	85,937.70
WRH INC	WWTP IMPROVEMENTS 2019	83,216.91
BOWKER MECHANICAL CONTRACTORS	REPLACE SANI MANHOLE-SEW	25,853.65
WAPSI WASTE SERVICE	GB,RECY-SW	22,982.87
MIDWEST INJECTION INC	SLUDGE REMOVAL-SEW	15,000.00
ALLIANT IES UTILITIES	ENERGY USAGE-LBC	4,039.63
MOUNT VERNON BANK & TRUST CO	SERIES 2020 GO BOND	3,840.00
KINGS MATERIAL INC	BUNKER BLOCK-P&REC	3,122.59
EBS	INSURANCE CLAIMS-ALL DEPTS	3,004.00
TREASURER STATE OF IOWA	WET TAX	2,839.00
BRADLEY HAUGE CPA	PROFESSIONAL SERVICES-ALL DEPTS	2,395.00
TREASURER STATE OF IOWA	SALES TAX	2,196.00
PNP	FUEL-PD	2,172.09
STATE HYGIENIC LAB	TESTING-SEW	2,096.00
HILLS BANK & TRUST COMPANY	SERIES 2015 GO BOND	1,831.75
RICHARD BURROUGHS	CEMETERY MAINT	1,520.00
MOUNT VERNON ACE HARDWARE	SUPPLIES-ALL DEPTS	1,377.05
BARNYARD SCREEN PRINTER LLC	SUPPLIES-P&REC	1,311.00
IOWA SOLUTIONS INC	MONTHLY MAINT-ALL DEPTS	1,002.50
CATERPILLAR FINANCIAL SERVICES	GENERATOR-PD	949.39
MEDIACOM	PHONE/INTERNET-LBC	802.86
TRI-CITY ELECTRIC CO OF IOWA	BLDG MAINT-LBC	598.00
USA BLUE BOOK	SUPPLIES-WAT	577.59
TECHNICOM COMMUNICATIONS SYSTEM	PHONE INSTALLATION-LBC	574.74
HALL & HALL ENGINEERS INC	SHADE STRUCTURE PROJ-LBC	552.00
US CELLULAR	CELL PHONE-PD	550.64
MEDIACOM	PHONE/INTERNET-PD	489.77
POSTMASTER	UTIL BILL POSTAGE-WAT,SEW,S/W	457.11
WOODWARD COMMUNITY MEDIA	ADS/PUBLICATIONS-KMVL,P&A	445.83
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES-LBC	397.66
CENTRAL IOWA DISTRIBUTING	SUPPLIES-P&A	324.00
DE NOVO MARKETING	MONTHLY MAINT-LBC	300.00
BAUMAN AND COMPANY	UNIFORMS-ALL DEPTS	289.00
HAWKEYE FIRE & SAFETY CORP	EXTINGUISHER MAINT-FD	282.75
MEDIACOM	PHONE/INTERNET-WWTP	278.53
ROBERT CAMPAGNA	REFEREE-P&REC	270.00
STAPLES INC	SUPPLIES-ALL DEPTS	263.71
CAMPBELL SUPPLY CEDAR RAPIDS	LEVEL-RUT	263.59
CITY LAUNDERING CO	SERVICES-LBC	254.56
MEDIACOM	PHONE/INTERNET-POOL	246.79
MEDIACOM	PHONE/INTERNET-P&REC	244.73
HDC	PURCHASE ORDERS-PW	232.48
IOWA SOLUTIONS INC	MONTHLY MAINT-PD	217.50
CARQUEST OF LISBON	VEHICLE MAINT-PW	186.61
RED LION RENEWABLES	SOLAR ELECTRIC PRODUCTION-P&A	158.82
RC TECH	CAMERA MAINT-P&A	133.75
RICKARD SIGN AND DESIGN CORP	DECAL-RUT	127.50
IOWA LEAGUE OF CITIES	BANQUET REGISTRATION-P&A	120.00
MUNICIPAL SUPPLY INC	SUPPLIES-WAT	97.71
NEAL'S WATER CONDITIONING SERVICE	WATER/SALT-RUT,P&A,SEW	83.00
PUSH-PEDAL-PULL	SERVICE-LBC	83.00
CENTRAL IOWA DISTRIBUTING	SUPPLIES-LBC	81.80
LYNCH FORD	MUD FLAPS-RUT	79.98
MT VERNON CAR WASH	VEHICLE MAINT-PD	72.00
AIRGAS INC	CYLINDER RENTAL FEE-PW	69.80
GARY'S FOODS	MISC-PD	68.01
ST LUKE'S WORK WELL SOLUTIONS	DRUG TEST-RUT	65.00

CITY OF MOUNT VERNON
CLAIMS FOR APPROVAL, NOVEMBER 15, 2021

GARY'S FOODS	SUPPLIES-P&A,LBC	59.73
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES-LBC	57.50
LYNCH FORD	OIL CHG/MAINT-RUT	57.45
CITY LAUNDERING CO	SERVICES-P&A	56.64
EBS	INSURANCE CLAIMS-PD	50.92
COPYWORKS	BUSINESS CARDS-LBC	38.92
MARSHA DEWELL	MILEAGE-P&A	33.60
COGRAN SYSTEMS	ONLINE REGISTRATION FEES-P&REC	32.00
PUSH-PEDAL-PULL	SERVICE-LBC	30.00
KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE PLAN/COPIES-LBC	24.27
LYNCH FORD	PLUG ASY-RUT	7.50
TOTAL		277,476.48

GENERAL FUND	14,367.09
ROAD USE TAX FUND	2,673.57
DEBT SERVICE FUND	5,671.75
LOST III COMMUNITY CENTER	852.00
POLICE STATION CONSTRUCTION	949.39
WATER FUND	5,228.89
SEWER FUND	128,627.75
STORM WATER FUND	156.56
SOLID WASTE	24,587.88
LBC	8,423.90
PAYROLL	85,937.70
TOTAL	277,476.48

OCTOBER REVENUE FY22

GENERAL GOVERNMENT	1,109,695.99
PUBLIC SAFETY	157,820.35
PUBLIC WORKS	325,531.71
CULTURE-RECREATON	37,532.55
DEBT SERVICE	27,237.67
TOTAL	1,657,818.27

AGENDA ITEM # J – 2

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	November 15, 2021
AGENDA ITEM:	Covid Related Policies/Procedures
ACTION:	Possible Motion

SYNOPSIS: The seven day positivity rate for the 52314 zip code has been as low as 1.29 to a high of 1.71 this week. Area facilities have rolled out the Covid vaccine to individuals over the age of five. The expansion of vaccine eligibility should drive the vaccination rate higher over the course of the next two months. The current vaccination rate of eligible individuals over the age of 12 is 71% in Linn County. When you account for the entire Linn County population, the rate drops to just over 60%.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Possible Motion

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21

AGENDA ITEM # J – 3

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	November 15, 2021
AGENDA ITEM:	Housing Commission Report
ACTION:	Motion

SYNOPSIS: The Housing Commission continues to review and approve recommendations for various housing initiatives. Attached you will find the latest report for housing recommendations within the by-pass area.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21

October 27, 2021

To: Mount Vernon City Council

From: Mount Vernon Housing Commission

RE: Highway 30 By Pass Area Housing Concept

In December, 2020, the Housing Commission made a recommendation to the City Council for housing in the Highway 30 By Pass area. Included herein is a separate recommendation for Smart Growth within the Business 30 and Eastward Expansion Area.

Thank you for your consideration of this recommendation.

Recommendation: Smart Development within the Business 30 and Eastward Expansion Area.

At its meeting of October 7, 2021, the Housing Commission approved a specific recommendation for the development of a “stair-step concept development” which includes a senior living facility.

The following PDF graphic illustrates this specific recommendation.



MV Housing Concept Dev_2021-06-02.pdf

The Housing Commission recommends the creation of a stair-stepped development that includes a range of quality housing options for individuals and families at all stages and all income levels. Specifically, it recommends for inclusion in the **Business 30 and Eastward Expansion Area**:

- Townhomes and patio homes. We envision homes with three bedrooms and two bathrooms, with a two-car garage, with or without basements. To make these homes more attainable, smaller lots and city incentives may be required. These housing opportunities include starter homes, downsizing, patio, lock and leave (condos).
- Senior housing. We envision an independent-living complex with amenities such as dining, groups spaces, and recreation areas, and within walking distance or easy driving distance of doctor's offices, grocery, etc. This housing would allow aging individuals to stay or move to Mount Vernon, as an alternative to moving elsewhere.
- Incorporation of housing in mixed use neighborhoods. We envision housing that is near or within walking distance of at least some retail/service establishments within the bypass area or part of the upper levels of commercial storefronts.

The Housing Commission recommendation is based on some of the concepts of *smart growth*. Housing constitutes a significant share of new construction and development in any city, and the housing options available in a community will influence families' economic opportunities, costs of living, and how much time they spend commuting.

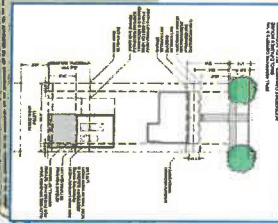
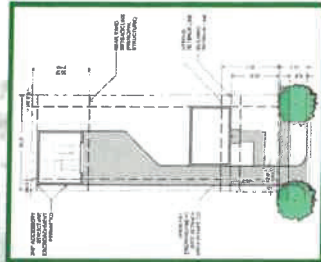
Smart growth is based on ten basic principles:

1. *Mix land uses.*
2. *Take advantage of compact building design.*
3. *Create a range of housing opportunities and choices.*
4. *Create walkable neighborhoods.*
5. *Foster distinctive, attractive communities with a strong sense of place.*
6. *Preserve open space, farmland, natural beauty, and critical environmental areas.*
7. *Strengthen and direct development towards existing communities.*
8. *Provide a variety of transportation choices. (may not be applicable in this situation)*
9. *Make development decisions predictable, fair, and cost effective.*
10. *Encourage community and stakeholder collaboration in development decisions.*

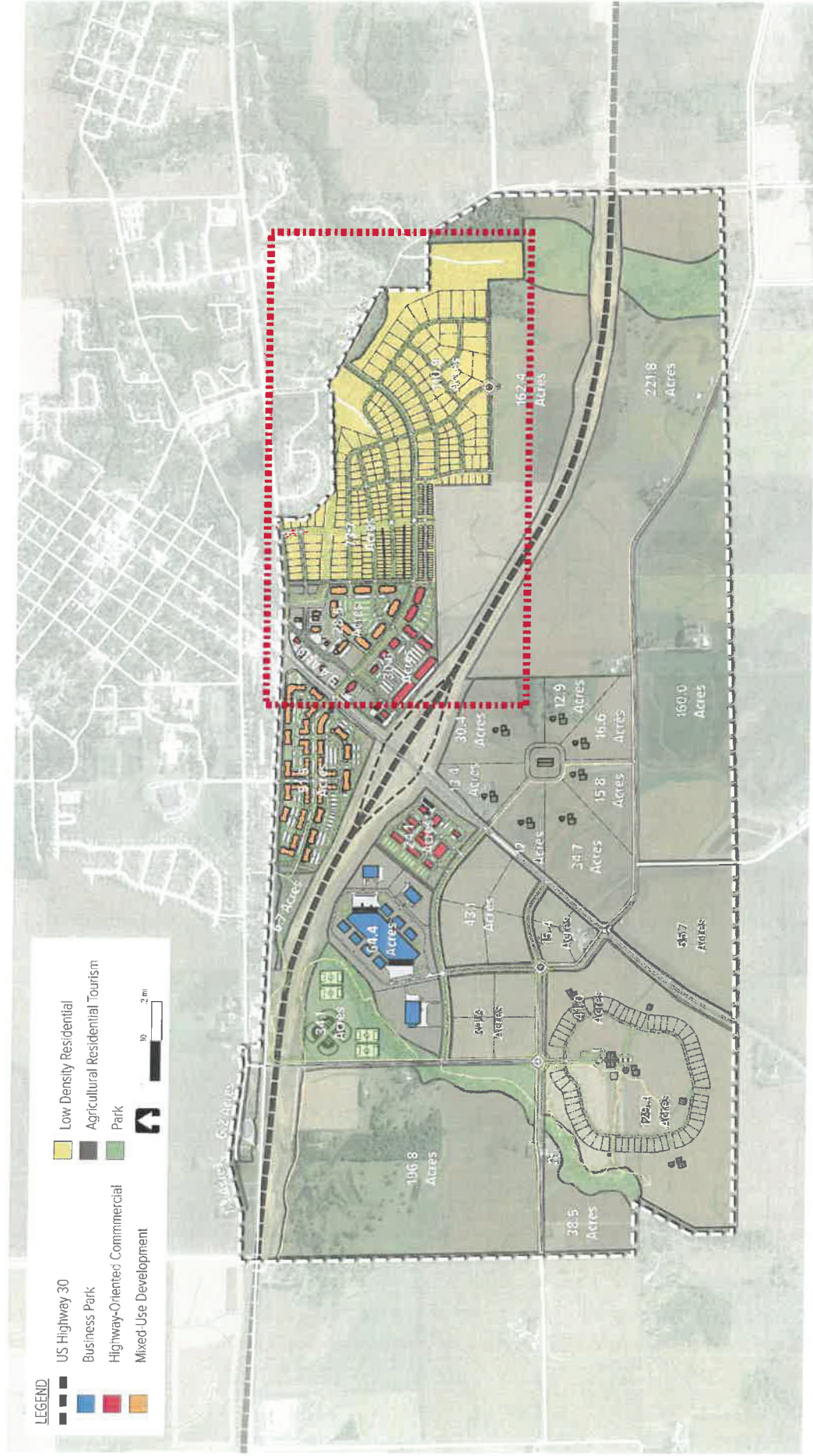
The Housing Commission believes that the ten principles of smart growth are consistent with a) Mount Vernon's Comprehensive Plan, b) with the Highway 30 By Pass Master Plan, and c) with the processes by which these plans were developed.



0 10 .2 mi



LAND USE, TRANSPORTATION & INFRASTRUCTURE PLAN



[Figure 2.2 US Highway 30 Master Plan]

AGENDA ITEM # J – 4

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	November 15, 2021
AGENDA ITEM:	Cedar Rapids Metro Alliance
ACTION:	Motion

SYNOPSIS: Normally this is within staff's threshold for approval, but it's a fairly recent expense. Staff would recommend renewing our membership to the Alliance for another year.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21



Mr. Chris Nosbisch
City of Mount Vernon
213 First Street NW
Mount Vernon, IA 52314

Dear Chris,

A sincere thank you for your continued support of the Cedar Rapids Metro Economic Alliance. Your support helps us bring more economic opportunity to your business and continuously improves quality of life for your employees, and the community. Some highlights from efforts this past year have included:

- Working with our federal and state delegation for details on financial relief packages, how they work and when and how our member businesses can apply
- Providing one-to-one consultation on state and federal assistance opportunities
- Conducting 2,981 points of outreach with members and 1,212 substantive engagements
- Continuing work with our development community to keep existing business and pre-pandemic announced projects on track resulting in the Cedar Rapids MSA having the most high-quality job awarded projects in the state
- Generating a social media and advertising campaign to promote resources that bring together immigrants, refugees and long-time residents to build inclusiveness, particularly during Welcome Week held in mid-September
- Going all in on Buy Local messaging to meet small business' needs in a challenging year including Restaurant Week, Downtown Farmers Market, Rally C.A.P. (Champion and Protect), Downtown CR Dollars and Buy. Give. Grow. campaigns. We are excited to bring forward all those programs this year as well as adding an additional Summer CR Rally program supporting our local arts, culture and events opportunities
- Hosting programs such as a *Good Morning Cedar Rapids! 2021* on November 10 or *The Value of Mental Wellness in the Workplace* on November 18. Visit www.cedarrapids.org/events/calendar to register!
- And continuing to provide all our traditional programs and services

Thank you for your past support and for having the vision to see how far we can go to continue to keep this business community vibrant and strong. Included in this mailing is your renewal invoice. We understand the challenges our member businesses faced and know that some continue to face. Should you need special arrangements for your payment this year, we want you to know that we are open to discussion. I encourage you to reach out to our business support strategist, Stephanie Hamilton, at 319-730-1420 to discuss options.

We appreciate your continued support as a member of the Economic Alliance. Together, we can achieve our mission to drive economic, workforce and population growth strategies, and to help businesses succeed!

Sincerely,

A handwritten signature in black ink that reads "Doug Neumann".

Doug Neumann,
Executive Director

VISION:

TO BE THE TOP
ECONOMIC GROWTH
REGION IN THE
COUNTRY.

MISSION:

TO DRIVE ECONOMIC,
WORKFORCE AND
POPULATION GROWTH
STRATEGIES, AND TO
HELP BUSINESSES
SUCCEED.

VALUES:

WE VALUE OUR
MEMBERS AND STRIVE
TO EXCEED THEIR
EXPECTATIONS.

WE EMBRACE
INNOVATION IN
OUR WORK.

WE FOCUS ON
COLLABORATIVE
RELATIONSHIPS IN
EVERYTHING WE DO.

WE ARE COMMITTED
TO A HIGH-
PERFORMANCE
CULTURE, CENTERED
ON CORE
COMPETENCIES.

PROUD TO BE IN



**Invoice**
108157

Cedar Rapids Metro Economic Alliance
501 First Street SE
Cedar Rapids, IA 52401

Invoicing Date: 12/01/2021
Member ID: 2024968
Invoice Due: 12/01/2021

Mr. Chris Nosbisch
City of Mount Vernon
213 First Street NW
Mount Vernon, IA 52314

Description	Qty	Rate	Amount
Investment Dues - Classic Supporter 12/01/2021 to 11/30/2022	1	0.00	3,500.00

Customer dues in the Economic Alliance may be tax deductible as an ordinary and necessary business expense. Dues paid to the Alliance are not a charitable tax deduction for federal income tax purposes. The Alliance is not a charity, but serves as an advocate organization for area business. Effective 1-1-94 a portion of dues is not deductible as an ordinary and necessary business expense to the extent that the Economic Alliance engages in state and federal lobbying. The non-deductible portion of dues is 4.45%.

Total:	3,500.00
Amt Paid:	0.00
Balance Due:	3,500.00



Member ID	Invoice	Due Date	Total Due	Total Payment Enclosed
2024968	108157	12/01/2021	\$3,500.00	\$

Mr. Chris Nosbisch
City of Mount Vernon
213 First Street NW
Mount Vernon, IA 52314

Make checks payable to:
Cedar Rapids Metro
Economic Alliance
501 First Street SE
Cedar Rapids, IA 52401

Card No. _____
Exp. Date _____ Sec. Code _____
Signature _____

☐ I elect Automatic Membership Renewal (Credit card transactions only.)

This Agreement shall be automatically renewed for successive one (1) year terms thereafter until and unless I provide the Economic Alliance with sixty (60) days prior written notice to end the Renewal Term. In the event of a dues price change, this authorization becomes null and void and an Economic Alliance representative will contact me regarding future payments.

Pay your invoice on-line at www.cedarrapids.org. (For login information contact 319.398.5317)

AGENDA ITEM # J – 5

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE: November 15, 2021

AGENDA ITEM: Extrication Equipment

ACTION: Motion

SYNOPSIS: The Fire Department is looking to phase out older extrication equipment. The department recently secured \$4500 in donated funds to offset some of the potential costs. There is more than enough money in the current fire department CIP levy to cover the remaining expense.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21



Equipment Management Company
 22824 West Winchester Drive
 Channahon, IL 60410
 USA
 815-467-8762
 Fax: 815-467-8763

Pending

Quote 10434

Order Date: 10/15/2021

Printed Date: 10/15/2021

Page: 1

Bill To:

Mount Vernon Fire Department
 606 2nd Ave Sw
 Mount Vernon, IA 52314
 USA

Ship To:

Mount Vernon Fire Department
 606 2nd Ave Sw
 Mount Vernon, IA 52314
 USA

Customer ID	Purchase Order		Valid Until		Ship Via	F.O.B.		Sales Rep	Ship From
MTVERI			/ /		Best Way	Origin		BHAL	DIRECT
Ord Qty			U.O.M. Description	Item Number	Item Status	Unit Price	Discount Est Ship Date	Tax	Extended Price
1			EACH	ART.109.351.2	Sale	9,700.00000	0.000 N		9,700.00
			C195-SL3 Nxtgen eForce w/ Battery				10/15/2021		
1			EACH	ART.109.173.6	Sale	9,700.00000	0.000 N		9,700.00
			S49-SL3 eForce (28") w/ Battery				10/15/2021		
1			EACH	ART.105.409.7	Sale	0.00000	0.000 N		0.00
			Milwaukee Single Bay Charger 120V AC/28V (USA)				10/15/2021		
			Free w/ Each Tool Purchase						
1			EACH	ART.105.375.5	Sale	0.00000	0.000 N		0.00
			M28 Milwaukee 28V 5AH Battery				10/15/2021		
			Free w/ Each Tool Purchase						
1			EACH	FREIGHT	Freight	0.00000	0.000 N		0.00
			Freight will be billed once order has shipped				10/15/2021		
Pricing Valid for 60 days						Non Taxable Subtotal			19,400.00
						Taxable Subtotal			0.00
						Order Discount			0.00
						Tax			0.00
						Order Total			19,400.00

AGENDA ITEM # J – 6

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE: November 15, 2021

AGENDA ITEM: Turf Tank

ACTION: Motion

SYNOPSIS: Members of my staff were present for a demonstration on the uses of a GPS based spraying system. This wholly enclosed unit utilizes GPS mapping to spray athletic fields, requiring less paint than a manual unit. The \$10,000 a year agreement is offset by reduction of staff time utilized for these projects. Up to 41 different field styles/sizes can be stored in the unit, eliminating the need to locate field corners in the future. Staff would demonstrate our unit to both the MVCSD and Cornell should they choose to partner at a future date. I did take a video of the demonstration and will try to present this to the Council at the meeting.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21



[IA] Mount Vernon Parks and Recreation - Plus Subscription

Quote created on November 6, 2021 - Reference: 20211106-090543102

[IA] Mount Vernon Parks and Recreation

213 1st Street West

Mount Vernon, IA 52314

United States

Chris Nosbisch

319-359-8613

Products & Services

US - Turf Tank Plus Package

1 x \$10,000.00 / year

Includes:

- GPS Paint Robot + GPS Package
- Continuous Software Improvements
- Free Form Text Creation
- Standard Geometry Package
- Extended Geometry Package
- Paint: 200-240 Gallons Any Color
- Robot Battery: 8 Hour Daily Runtime
- Customer Support: Normal Business Hours (Mon-Fri)
- Hardware Warranty Program: Limited (Excludes Consumables)
- Standard Turf Tank Accessories

US - Turf Tank Plus Package - Upfront Implementation Cost

1 x \$1,500.00

Includes:

- Configuration & Shipping of Robot
- Secure Inventory & Lock in Installation Date
- Product Training & Online Resources

Recurring subtotal

\$10,000.00 / year

One-time subtotal

\$1,500.00

Total

\$11,500.00

This quote expires on February 4, 2022.

Signature

Signature

Date

Printed name

Questions? Contact me



Zach Grosenheider

Regional Territory Manager

zach.grosenheider@turfank.com

+1 (217) 313-6960



Turf Tank

3330 Cobb Parkway NW, Suite 324-380

Acworth, GA 30101

United States

AGENDA ITEM # J – 7

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	November 15, 2021
AGENDA ITEM:	City Planner Job Description
ACTION:	Motion

SYNOPSIS: The plan has always been to create two planning related job descriptions. The Associate Planner would be an entry level position for applicants having less than 1-2 years of experience. If the applicant remained with the City for two years, they could be elevated to the title of City Planner. Having job descriptions for two different positions also provides the City with flexibility in the hiring process, should the planning position be vacated in the future.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21

City Planner I
City of Mt. Vernon, Iowa

Adopted Date: _____

FLSA Status: Non-Exempt

Job Status: Full Time, Administrative Time.

Residency: No, preferred

Department: City Hall

Reports to: City Administrator

Pay Range: Min: \$45,000 | Max: \$57,000

Purpose of Position:

Under general administrative direction of the City Administrator, the incumbent provides support for current physical, long-term, and economic development planning for the city. The job will require accuracy, proficiency, confidentiality, and some independent judgment in the implementation of the Mt. Vernon Comprehensive Plan update related to land use, growth staging, annexation, transportation, and capital improvements planning.

Essential Duties of Position:

- Serves as the Zoning Administrator
 - Oversees the enforcement of the zoning ordinance, subdivision regulations, site plan and design provisions, and other dedication ordinances of the City.
 - Reviews building permits for compliance with the city's zoning code and comprehensive plan.
- Serves as the nuisance compliance officer for the city including documentation, enforcement, and billing collection.
- Serves as staff person, prepares staff reports and makes recommendations (at the discretion of the City Administrator) to the City Administrator, City Council, Planning & Zoning Commission, Zoning Board of Adjustment, and Housing Commission.
- Administers the Mt. Vernon sidewalk program, including the revolving loan billing and collection.
- Works with other City departments on general development issues affecting land use, public utilities, community facilities, and housing and transportation needs of the community.
- Keeps abreast of various federal, state, local and private grant/loan programs, and prepares grant application submissions as requested by the City Administrator.
- Provides information and responds to inquiries about the development efforts of the City, including written, graphic, technical presentations, maps and reports to various groups, citizens or interested parties.
- Prepares city's request for proposals and request for qualifications on proposed projects and/or professional services.
- Serves as the city's Federal Emergency Management Agency contact in response to disasters and/or emergencies.
- Analyzes and prepares recommendations for potential ordinance and policy amendments.
- Assists in the preparation of the City's 5-year Capital Improvement Plan, GIS mapping program, housing initiatives, etc.
- Performs other work projects as requested or directed.

Knowledge, Skills, Abilities & Requirements for the Position

- Knowledge of the principles and practices of modern urban and environmental planning; familiarity with land development, urban design, general understanding of transportation and city infrastructure and other related subjects as applied to community development.
- Knowledge of the laws, ordinances, and codes relating to land use plans and development regulations specifically related to zoning, land division, and development of public projects.
- Knowledge of research methods, ability to find information, analyze and evaluate numerical and technical data.
- Ability to communicate effectively, both orally and in writing, and to prepare concise, accurate reports and written recommendations for changes, revisions, additions, deletions, or amendments to codes, ordinances, plans, and policies.
- Ability to establish and maintain effective working relationships with officials, other departments, public agencies, the general public, and others associated with community development.
- Ability to develop group activities to solicit community input on strategic and long-term planning for the city.
- Basic knowledge associated with grant writing, funding opportunities, and solicitation of those sources.
- Skill in the use of basic office equipment, personal computers in a network-based system and Geographic Information Systems.
- Ability to handle complaints and enforce compliance with applicable regulations.
- Ability to be adaptable to events and surrounds, flexible in assignments, work as part of a team and solve problems related to City activities.

Minimum Training & Experience Required to Perform Essential Job Functions

Minimum requirements include a bachelor's degree in urban planning, public administration, or closely related field from an accredited college or university; a minimum of one (1) year of progressively responsible experience in urban planning or community development; and have certification from the American Institute of Certified Planners or progressively work towards obtaining their certification. Combination of years of service and education may be substituted in lieu of degree. Ability to acquire and maintain an Iowa Drivers license. Must be available for off-hour work assignments, meetings, and activities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements: Job requires the sufficient capacity and mobility to attend meetings, visit development and construction sites, and perform related work in a variety of office and other settings. Activities can include lifting, up to 20-30 pounds within a 3–6-foot range, with occasional higher weights; sitting, feeling, communicating, performing repetitive motions, reaching, rasping, potential visual strain, sometimes unpleasant work conditions, occasional irregular working hours, and at times a stressful work pace. The likelihood of injury is generally considered to be very slight.

Certain requirements of this job may be subject to modification to reasonably accommodate individuals who are otherwise qualified for the position.

Work Environment:

Office setting, public forum, outside inspections, driving to and from meetings.

The City of Mt. Vernon retains the authority to change the job duties included in this job description at any time.

The City of Mt. Vernon is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

AGENDA ITEM # J – 8

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	November 15, 2021
AGENDA ITEM:	City Planner Appointment
ACTION:	Motion

SYNOPSIS: Assuming the Council approves the job description, I am recommending that Laura Eckles be promoted to the position of City Planner with a new salary of \$52,000. This would become effective upon the date of approval.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21

AGENDA ITEM # J – 9

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	November 15, 2021
AGENDA ITEM:	Set Public Hearing Date
ACTION:	Motion

SYNOPSIS: I have included the supporting information from the Linn County Auditor's office regarding the new precinct boundaries. The City Council will need to hold a public hearing and approve the new precincts by ordinance.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21

2021 Reprecincting Instructions for Cities

Prepared by the Office of the Iowa Secretary of State

(515) 281-0145

precinct.plan@sos.state.ia.us

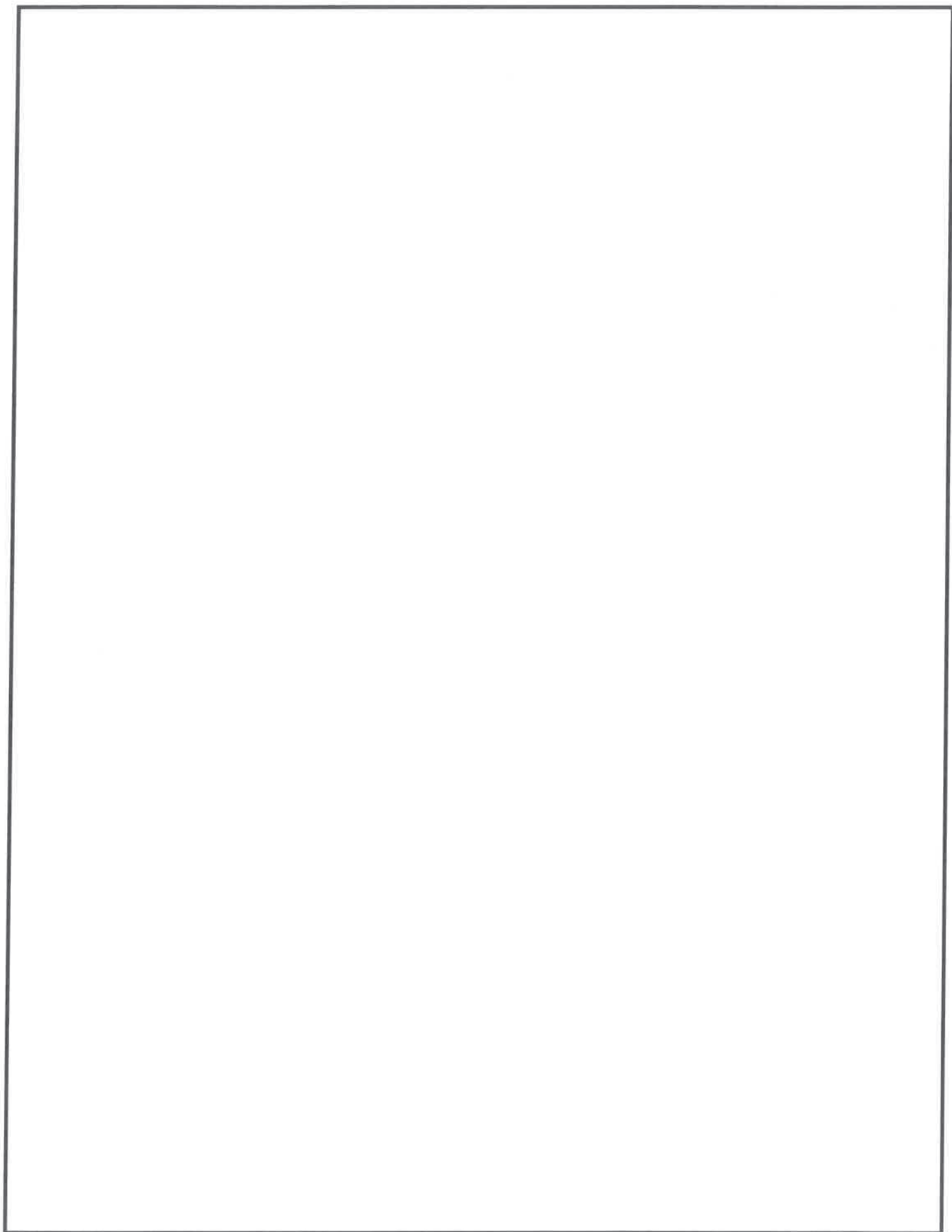
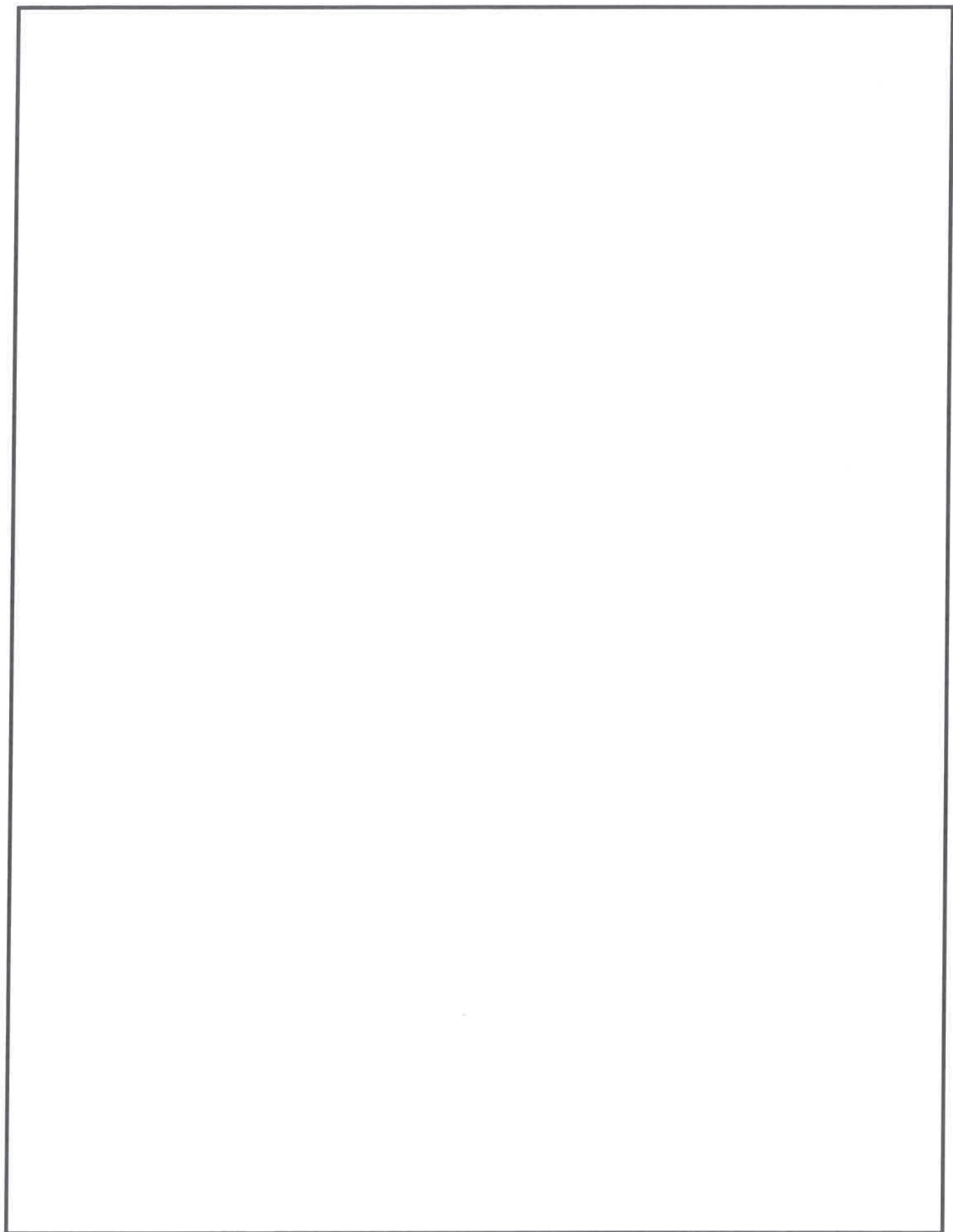


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Overview

Reprecincting and redistricting take place after every federal census. Each governing body has individual requirements which impact other governing bodies.

City Responsibilities

After a federal decennial census, each city council must review its precinct and ward (if any) boundaries to see whether the existing boundaries comply with current laws. Use the *Iowa Code* to determine whether changes are necessary. Applicable code sections are listed throughout these instructions.

Each city with a population over 3,500 must file the following information with the Secretary of State (SOS) even if the city does not make any changes to its precinct or ward boundaries:

- Precinct Map(s) as GIS shapefile or block equivalency file
- Ward Map(s) as GIS shapefile or block equivalency file (if any)
- City Reprecincting Worksheet
- Certification of the population of each precinct (included as part of the Worksheet)
- Ordinance describing precinct boundaries
- Ordinance describing ward boundaries (if any)
- Agreements with counties (if any)

[§49.7]

In the reprecincting process, there are four groups of cities:

- Cities of population under 3,500 with NO wards
- Cities of population under 3,500 with wards
- Cities of population over 3,500 with NO wards
- Cities of population over 3,500 with wards

The following page notes what is required for each group, so carefully review it and this guide in its entirety. If you're unsure if your city has wards, ask the council members, mayor, and city clerk. Any city with wards will have at least two council members who were elected or appointed to represent a ward. If the council members, mayor, and city clerk don't know, review the city's ordinances because ward boundaries must be defined by ordinance per [Iowa Code 372.13\(7\)](#).

Upon receipt of a city's submission, the SOS will review it for compliance and contact the Point of Contact designated by each city on the reprecincting worksheet to communicate approval or changes required.

Throughout the reprecincting and redistricting timeline, please email your questions and assistance requests to precinct.plan@sos.iowa.gov. The entire Elections Team watches that inbox, so your questions will be answered timely.

Cities of population under 3,500 with NO wards

A city in this group can be only one of the following types:

- 1) Population less than 3,500 AND no wards AND consists of only one precinct composed of only incorporated territory = **No Filing Requirement with SOS**
- 2) Population greater than 2,000 and less than 3,500 AND no wards AND mutually satisfactory agreement with a county for a joint city and county precinct = **File Copy of Agreement & Reprecincting Worksheet with SOS**
See page 5 for more information on joint city and county precincts.
- 3) Population less than 2,000 = **No Filing Requirement**

Cities of population under 3,500 with wards

A city in this group needs to work through the city responsibilities as outlined on page 1 and **MUST FILE** the following items with SOS **even if no changes to ward boundaries:**

- Precinct Map—GIS shapefile or census block equivalency file (no paper maps)
- Ward Map—GIS shapefile or census block equivalency file (no paper maps)
- City Reprecincting Worksheet—including population certifications of the precincts and wards; must be original with wet ink signature
- Ordinance describing ward boundaries
- Agreements with counties (if any)

Cities of population over 3,500 with NO wards

A city in this group needs to work through the city responsibilities as outlined on page 1 and **MUST FILE** the following items with SOS **even if no changes to precinct boundaries:**

- Precinct Map—GIS shapefile or census block equivalency file (no paper maps)
- City Reprecincting Worksheet—including precinct population certification; must be original with wet ink signature
- Ordinance describing precinct boundaries
- Agreements with counties (if any)

Cities of population over 3,500 with wards

A city in this group needs to work through the city responsibilities as outlined on page 1 and **MUST FILE** the following with SOS **even if no changes to precinct and ward boundaries:**

- Precinct Map—GIS shapefile or census block equivalency file (no paper maps)
- Ward Map—GIS shapefile or census block equivalency file (no paper maps)
- City Reprecincting Worksheet—including population certifications of the precincts and wards; must be original with wet ink signature
- Ordinance describing precinct boundaries
- Ordinance describing ward boundaries
- Agreements with counties (if any)

The SOS has purchased the Esri Redistricting Solution and is providing it at no cost to cities and counties. If your city is using it:

- The Point of Contact (POC) you provide will be assigned a username and password.
- Your city may have as many user assignments as you desire.
- The POC will receive an initial email from redistricting@esri.com with their user name and new password.
- Users will access this Solution at <https://redistricting.iowa.gov/redistricting/>.
- Your city will be set up as a separate group.
- Training will be provided live online by Esri. Dates are being determined, and you will be contacted with options. Additional training materials also will be provided

Census Data

If you are using the Redistricting Solution provided by SOS, you do not need to worry about loading census block data. 2020 census block data already has been loaded into the Solution.

If you are using another mapping solution and need to load census block data, the TIGER files can be obtained at www.census.gov.

1. On the website, under "Browse By Topic" select "Geography". Click on "TIGER/Line Shapefiles".
2. Under "Download" choose "Web Interface".
3. Under "Select a layer type" choose "Blocks" then select "Submit".
4. From the "Block (2020)" drop-down menu, choose "Iowa" as the "State", then select "Download".

Resources

The following websites have information that will be useful in this process:

- Secretary of State <https://sos.iowa.gov/elections/otherinfo.html>
- U.S. Census Bureau www.census.gov <https://data.census.gov/cedsci/>
- State Data Center of Iowa www.iowadatacenter.org
- Legislative Services Agency <https://www.legis.iowa.gov/legislators/redistricting>
- American Fact Finder www.factfinder.census.gov

Drawing Precinct Boundaries

Precinct Requirements

Each city council must divide their city into precincts (if necessary). All precincts in all cities must meet the following standards:

- Precinct population cannot exceed 3,500

Find the population by adding together the census population data for the census blocks or other geographic units included in each precinct.

[\[§49.3\(1\)\]](#)

Important Note: Precinct boundaries can be changed for a limited number of reasons. Population growth is not one of them. If there are areas in your city where substantial growth is anticipated in the next ten years, you may wish to establish precincts with populations smaller than the 3,500 maximum allowed by law.

- Precinct must lie within one legislative district

Each precinct must be contained in a single legislative district unless this would cause the creation of a precinct containing the residences of fewer than 50 registered voters.

[\[§49.3\(1\)\(b\)\(1\)\]](#)

- Composed of contiguous territory

Precincts must be composed of contiguous territory within a single county.

[\[§49.3\(1\)\(c\)\]](#)

- Follow census block boundaries

Precincts boundaries must follow census block boundaries.

[\[§49.3\(1\)\(c\)\]](#)

- Voter convenience and electoral efficiency

Precinct boundaries must be drawn to best serve the convenience of voters while promoting electoral efficiency.

The convenience of voters means the precinct boundaries are easy to describe and identify and provide voters with relatively direct routes of travel to polling places. Electoral efficiency means reducing election costs by only creating as many precincts as necessary.

[\[§49.5\]](#)

- Include annexed territory

Territory annexed after January 1, 2020, must be included when drawing precincts. Use the annexed territory population certified by the city.

[\[IAC 721—21.30\]](#)

Joint City and County Precincts

To establish a precinct composed of both incorporated and unincorporated territory, the city and the county must adopt a mutually satisfactory agreement. Copies of agreements between the county and the city council of each city affected must be enclosed with the materials submitted to the SOS.

[§§[49.6](#), [49.7\(2\)\(a\)](#)]

This requirement does not apply when the total population of the city is fewer than 2,000.

[§[49.4](#)]

Cities in Plan Two and Plan Three Counties

Each county must adopt a representation plan for their board of supervisors. If you have questions about the representation plan in your county, contact the county auditor's office.

- | | |
|-------------------|--|
| Plan One | Board of supervisors is elected at-large without residency requirements. |
| Plan Two | Board of supervisors is elected at-large but supervisors must live in the supervisor district. |
| Plan Three | Board of supervisors is elected by supervisor district and supervisors must live in the supervisor district. |

In Plan Three counties, the supervisor district boundaries must follow political subdivision boundaries (cities and townships) as much as possible. Because of this, the county should work with cities to draw city precinct boundaries. City precinct boundary plans are due 30 days before county plans.

[§§[42.4\(2\)](#), [49.3\(2\)\(A\)](#), [49.7](#), [331.206](#)]

County Auditor Review

Before the final adoption of precinct boundaries, the county auditor must have the opportunity to review the city council's plan and provide written comments on the plan. The auditor may suggest changes to improve how the plan will serve the convenience of the voters or promote electoral efficiency. The council must allow the county auditor between seven and 10 days for providing written feedback.

If the council rejects the auditor's suggestions, the council must provide reasons why the suggestions were rejected in the ordinance adopting the precinct boundaries.

[§[49.5](#)]

Public Hearing

The city council must hold a public hearing before final action is taken to adopt new precinct boundaries. Notice of the date, time and location of the hearing must be given in accordance with [Iowa Code Chapter 21](#).

[§[49.5](#)]

Adopted by Ordinance

The precinct boundaries must be defined by ordinance, so ensure that the ordinance description matches the precinct plan. The ordinance must include the date it was adopted. Descriptions of the precinct boundaries should name specific landmarks, such as roads and city or county boundaries. The ordinance also must include the precinct names or numbers. Do not use township range and section number of housing subdivision names in the descriptions.

[~~§§~~[49.7](#), [49.11\(1\)](#)]

Precinct Population Certification

Complete the precinct population certification in the City Reprecincting Worksheet after the precinct boundaries have been drawn. The certification must be signed by a person authorized by the city council. Send the certification to the SOS. For more information on what must be submitted to the SOS, see page 9.

[[§49.7](#)]

Important Note: The total population of all precincts included in the certification must be the same as the population of the city as listed by the U.S. Census Bureau.

Drawing Wards

Ward Requirements

City councils may decide to divide the city into wards. Wards must meet the following requirements:

- Follow precinct boundaries [\[§372.13\(7\)\(a\)\]](#)
- Composed of contiguous territory [\[§§42.4\(3\), 372.13\(7\)\(c\)\]](#)
- Composed of compact territory

Wards must be as compact as possible. Detailed standards for compactness are found in [Iowa Code §42.4\(4\)](#).

[\[§§42.4\(4\), 372.13\(7\)\(c\)\]](#)

- Ideal Ward Population

Ward populations must be as close as possible to the Ideal Ward Population unless it is necessary to deviate in order to comply with other standards in [Iowa Code §42.4](#).

To find the Ideal Ward Population, divide the population of the city by the number of wards in the city.

Where the deviation from the Ideal Ward Population is absolutely necessary, the Maximum Allowable Variation between wards is ten percent (10%). Plans with variations exceeding that limit must include a justification that deviation is necessary to comply with the other legal requirements set forth in [Iowa Code §372.13\(7\)](#) and are highly likely to be rejected by the SOS.

[\[§§49.3, 372.13\(7\)\(b\), IAC 721—21.32\(372\)\]](#)

Best Practice: Use the City Reprecincting Worksheet to calculate the Ideal Ward Population.

The following items cannot be taken into consideration when drawing ward boundaries:

- Addresses of incumbents
- Political affiliations of registered voters
- Past election results
- Other demographic information beyond census head counts [\[§§42.4\(5\), 49.3\(2\)\(d\), 372.13\(7\)\(d\)\]](#)

Ward Population Certification

Complete the Ward Population Certification on the City Reprecincting Worksheet after the ward boundaries have been drawn. The certification must be signed by a person authorized by the city council. **Send the original certification with wet ink signature to SOS.** For more information on what must be submitted to SOS, see page 9.

[\[§49.7\]](#)

Final Plan Submission

Submission Deadline

Finalized precinct boundary plans must be submitted electronically to SOS no later than 60 days after legislative districts have become law or by September 1, 2021, whichever is later.

[\[§49.7\]](#)

The Iowa Legislature must approve the Iowa Congressional, State Senate, and State House districts before cities and counties can proceed with their reprecincting and redistricting process.

SOS Review

SOS will make every effort to review plans within two weeks after submission. Cities are encouraged to submit plans early, allowing time to make corrections if necessary. Any plans that are not approved by the submission deadline that are determined to need corrections will be corrected by SOS, and cities will be assessed the costs of making those corrections.

[\[§49.7\]](#)

Publication Requirements

After the plans have been approved by SOS, the city council must publish notice of the changes in precinct boundaries in a newspaper of general circulation once a week for three consecutive weeks. The last publication must occur no later than 30 days before the next general election. This date is Sunday, October 9, 2022. If no changes were made, publication is not required.

[\[§49.11\(2\)\]](#)

What to Send

All cities must send the following to SOS even if precinct or ward boundaries did not change:

- A map showing the precinct boundaries
The map must be submitted as a GIS shapefile or block equivalency file. [\[§49.7\]](#)
- City Reprecincting Worksheet—original with wet ink signature
This includes the Precinct Population Certification which must be signed by a person authorized by the city council. [\[§49.7\]](#)
- Ordinance describing precinct boundaries
The ordinance must include the date it was adopted and the precinct names or numbers. Descriptions of the precinct boundaries should name specific landmarks, such as roads and city or county boundaries. Do not use township range and section numbers of housing subdivision names in the descriptions. [\[§§49.7, 49.11\(1\)\]](#)

If the council rejects the auditor's review and suggestions, the city council must provide reasons why the suggestions were rejected written into the ordinance adopting the precinct boundaries. [\[§49.5\]](#)
- Any agreements with counties
Include any copies of agreements with counties regarding precincts composed of both incorporated and unincorporated territory. This requirement does not apply if the city has a population fewer than 2,000. [\[§§49.4, 49.6\]](#)

Cities with wards also must include the following:

- A map showing the ward boundaries
The map must be submitted as a GIS shapefile or block equivalency file. [\[§49.7\]](#)
- Ward Population Certification—original with wet ink signature
The certification must be signed by a person authorized by the city council. This is included in the City Reprecincting Worksheet. [\[§49.7\]](#)
- Ordinance describing ward boundaries
The ordinance must include the date it was adopted and the ward names or numbers. Descriptions of the ward boundaries should name specific landmarks, such as roads and city or county boundaries. Do not use township range and section numbers of housing subdivision names in the descriptions. [\[§372.13\(7\)\]](#)

Best Practice: Retain a copy of the materials you submit to SOS for your own records.

Where to Send

Maps

Precinct boundary maps and ward boundary maps must be submitted as a GIS shapefile or block equivalency file.

- If you are using the Redistricting Solution provided by SOS, you'll submit your map(s) through that application.
- If you are using other mapping software, email map files to precinct.plan@sos.iowa.gov. The maps must be a GIS shapefile or block equivalency file. In the subject header, include your city name and which file(s) are being sent.
Example: City of Winterset – Precinct Map

City Reprecincting Worksheet

Since the original Precinct and Ward Population Certifications with wet ink signatures must be submitted, mail the City Reprecincting Worksheet to:

Elections Division—Reprecincting
Iowa Secretary of State
Lucas Building, First Floor
321 E. 12th Street
Des Moines, IA 50319

Ordinances, Agreements, Proofs of Publication

The remaining required documents may be emailed to precinct.plan@sos.iowa.gov. Alternatively, you may mail them with the City Reprecincting Worksheet to the above address.

Send to County Auditor

Send copies of approved maps and ordinances to the county auditor's office. If the city lies in more than one county, send copies to the county auditors in each county.

Important Dates

Date	Event	Code Cite
April 1, 2021	Congressional and Legislative Redistricting Plan Delivered Deadline for the Legislative Services Agency (LSA) to deliver its first plan for congressional and legislative redistricting to the secretary of the senate and chief clerk of the house.	§42.3(1)(a)
May 15, 2021	Temporary County Redistricting Commission Established Deadline to establish a temporary county redistricting commission in counties with Plan Two or Plan Three supervisor representation plans.	§331.210A(1)(a)
September 1, 2021	City Precinct Boundary Changes Completed City councils must complete any changes in precinct and ward boundaries no later than 60 days after legislative districts have become law or by September 1, whichever is later.	§49.7(2)(a)
September 15, 2021	Deadline to Pass Congressional and Legislative Boundaries The General Assembly must pass plan establishing new congressional and legislative district boundaries by this day.	Iowa Constitution, Article III, Sec. 35
October 15, 2021	County Precinct and Supervisor District Boundary Changes Completed County boards of supervisors or temporary county redistricting commissions must complete any changes in precinct and supervisor district boundaries no later than 90 days after legislative district have become law or by October 15, whichever is later.	§49.7(2)(b)
January 15, 2022	City and County Precinct Boundaries Effective City and county precinct boundaries are effective for all elections held after this date.	§49.7(5)
October 9, 2022	Precinct Boundary Publication Deadline Last day to publish the third in a series of notices of changes in precinct boundaries. Publication is not required if no changes were made.	§49.11(2)
November 15, 2022	Adoption of School Director District Plans Begins First day the school board may adopt a resolution redrawing director district boundaries.	§275.23A(2)
May 15, 2023	Adoption Deadline for School Director District Plans Deadline for the school board to adopt a resolution redrawing director district boundaries.	§275.23A(2)
July 1, 2023	School Director District Boundaries Effective School director district boundaries are effective for all elections held after this date.	§275.23A(5)
August 1, 2023	Community College Director District Boundary Changes Completed Community college board must complete any changes to director district boundaries no later than August 1.	§260C.13

The City of Mount Vernon, Iowa, for the convenience of its citizens and to facilitate the casting and counting of ballots at elections, is hereby divided into precincts named Mount Vernon East and Mount Vernon West.

Whenever a street is designated as a boundary line, the center of said street is meant, unless otherwise designated, and whenever reference is made to a right-of-way, the center of said right-of-way is meant, unless otherwise designated.

The precincts are bounded as follows:

(a) Mount Vernon First Precinct. All that portion of the city bounded as follows:

Beginning at the intersection of State Highway/1st Ave and 1st St; thence Southwesterly along State Highway/1st Ave to the intersection of the corporate limit boundary; thence counter clockwise along the corporate limit boundary to the intersection of the corporate limit boundary and 1st St W; thence Southeasterly along 1st St W to the intersection of 1st St W and 10th Ave SW/Old Lincoln Hwy NW; thence North along Old Lincoln Hwy NW to the intersection of Old Lincoln Hwy NW and Union Pacific Railroad; thence East on the Union Pacific Railroad to the intersection of the Union Pacific Railroad and Springville Rd NW/8th Ave NW; thence south along 8th Ave NW to the intersection of 8th Ave NW and 1st St W; thence Southeasterly along 1st St W to the intersection of State Highway/1st Ave and 1st St, said point being the point of beginning, shall constitute the Mount Vernon East Precinct.

(b) Mount Vernon Second Precinct. All that portion of the city bounded as follows:

Beginning at the intersection of State Highway/1st Ave and 1st St; thence Southwesterly along State Highway/1st Ave to the intersection of the corporate limit boundary; thence clockwise along the corporate limit boundary to the intersection of the corporate limit boundary and 1st St W; thence Southeasterly along 1st St W to the intersection of 1st St W and 10th Ave SW/Old Lincoln Hwy NW; thence North along Old Lincoln Hwy NW to the intersection of Old Lincoln Hwy NW and Union Pacific Railroad; thence East on the Union Pacific Railroad to the intersection of the Union Pacific Railroad and Springville Rd NW/8th Ave NW; thence south along 8th Ave NW to the intersection of 8th Ave NW and 1st St W; thence Southeasterly along 1st St W to the intersection of State Highway/1st Ave and 1st St, said point being the point of beginning, shall constitute the Mount Vernon West Precinct.

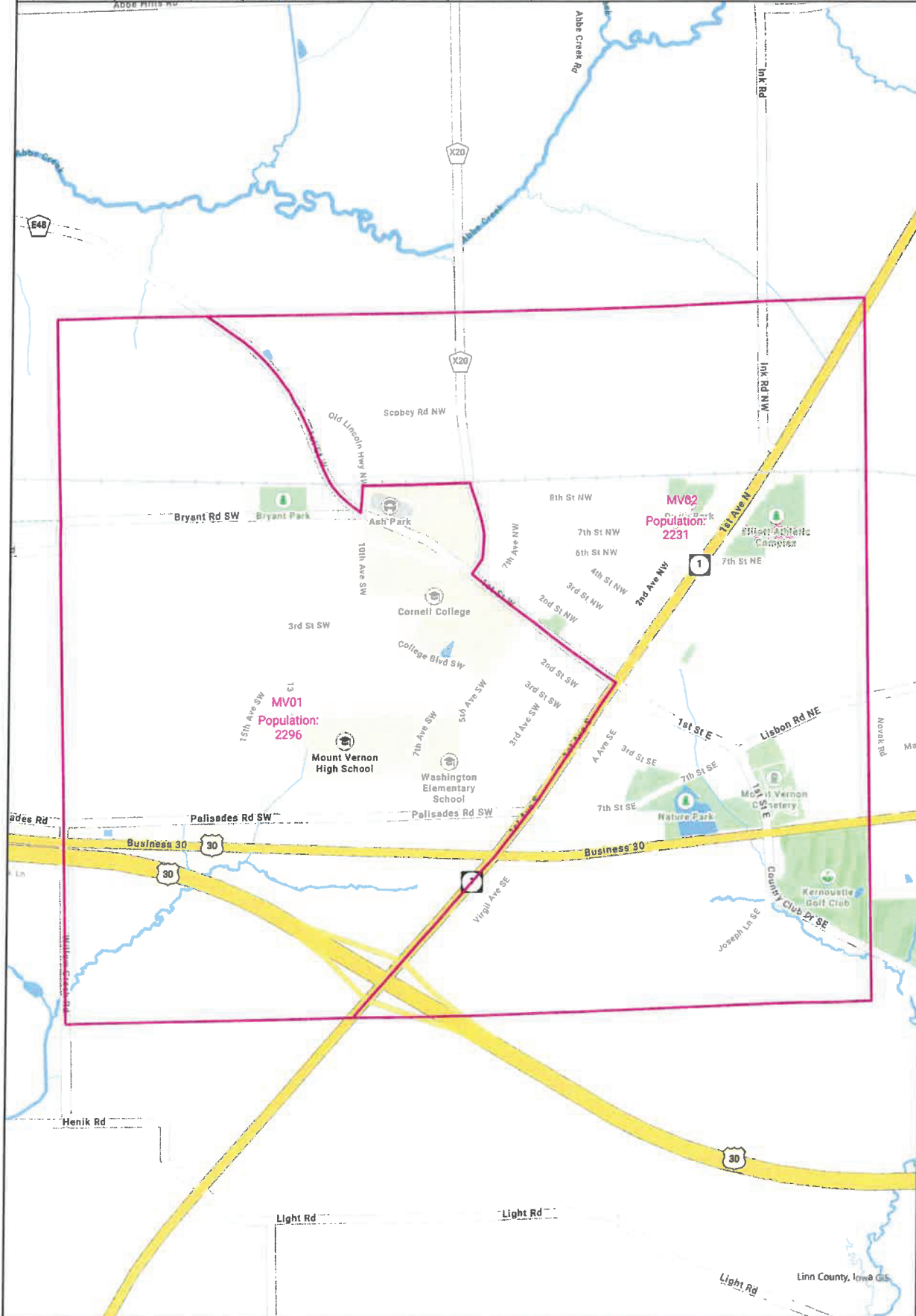
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1	304	22	Mount Vernon 02	0.1276409	0.000511511	MV02	2231	-1289	-36.25714286

Mount Vernon Precinct Plan 03 Balanced Population



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Date Exported: 8/26/2021 4:19 PM



State of Iowa City Reprecincting Worksheet

City Information

City: _____

City Population (use 2020 Census number): _____

Number of Precincts: _____

City Point of Contact Information for Reprecincting Process

Name: _____ Title: _____

Telephone: _____

Email: _____

Address: _____

Street Address City Zip

Precinct Ordinance and Public Hearing Information

1. Attach a copy of the ordinance describing the city precinct boundaries with this worksheet. If no changes were made to the precinct boundaries following the 2020 census, you still must submit the ordinance, and a copy of the existing precinct ordinance is sufficient.
2. Write the date on which the public hearing was held. If no changes to precinct boundaries were made, a public hearing was not required so please write N/A on the line below.

Date of public hearing(s): _____

**State of Iowa
City Reprecincting Worksheet
Precinct Population Certification**

City: _____

If you require lines in addition to those below, make copies of the following page as needed.

Precinct Name or Number	Population of Incorporated Portion	Population of Unincorporated Portion (only if have joint city/county agreement)	Total Population
City Total Population			

I hereby certify that this is a complete and correct list of all precincts in this city of _____ and that the population data included is correct.

Signed: _____ Date: _____
 Authorized City Representative

Print Name: _____

City: _____

3

State of Iowa
City Reprecincting Worksheet – Ward Population Certification

City: _____

Ideal Ward Population

Divide the population of the city by the number of wards.

$$\frac{\text{City Population}}{\text{\# of Wards}} = \text{Ideal Ward Population}$$

[§§42.4(1)(a), 372.13(7)(b)]

Maximum Allowable Variation

Multiply the Ideal Ward Population by 0.10.

$$\text{Ideal Population} \times 0.10 = \text{Maximum Allowable Variation}$$

[IAC 721—21.32(372)]

Ward Variations

- Enter the population for each ward on the chart below.
- Compare each ward population with the Ideal District Population. Subtract the smaller population number of the two from the larger population number. List the difference in the Variation column.

Important Note: Where the deviation from the Ideal Ward Population is absolutely necessary, the Maximum Allowable Variation between wards is ten percent (10%). Plans with variations exceeding that limit must include a justification that the deviation is necessary to comply with the other legal requirements set forth in [§372.13\(7\)](#) and are highly likely to be rejected by the Secretary of State.

- Total the populations of all wards. The total must equal the census population for your city.
- Total the variations for all wards to determine the overall variation.

Ward	Population	Variation
1		
2		
3		
4		
5		
6		
7		
8		
	= total population	= overall variation

*I hereby certify that this is a complete and correct list of the wards in this city of _____
and that the population data included is correct.*

Signed: _____ Date: _____
Authorized City Representative

Print Name: _____

AGENDA ITEM # J – 10

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE: November 15, 2021

AGENDA ITEM: Tree Purchase

ACTION: Motion

SYNOPSIS: Bob Royer is willing to donate some trees, and sell others at a reduced cost to the city. Although some of the trees would be suitable for the right of way, a number of them will be placed in the parks and within the existing PW site.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution and Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21

AGENDA ITEM # J – 11

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	November 15, 2021
AGENDA ITEM:	Membership Referral Program
ACTION:	Motion

SYNOPSIS: Staff will be present at the meeting to pitch a new marketing program for the LBC. The idea is to offer two free daily passes to current members, and encourage them to bring nonmembers to the facility. The desired outcome would be for the visits to turn into a more permanent membership.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21

AGENDA ITEM # J – 12

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE: November 15, 2021

AGENDA ITEM: Pay Application #17 – Wastewater Treatment Plant

ACTION: Motion

SYNOPSIS: This is the pay application approving the retainage with WRH for the 2019 wastewater treatment plant improvements. The retainage in the amount of \$83,216.91 will be paid to the contractor when the mandatory 30 day waiting period has expired.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Pay Application

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21



VEENSTRA & KIMM, INC.

860 22nd Avenue, Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

November 10, 2021

PAY ESTIMATE NO. 17 (final)

WASTEWATER TREATMENT PLANT IMPROVEMENTS 2019
MOUNT VERNON, IOWA

WRH, Inc.
P.O. Box 256
Amana, IA 52203

Contract Amount \$1,390,000.00
Contract Date April 1, 2019
Pay Period Retainage

BID ITEMS

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Bond & Insurance	LS	xxxxx	xxxxx	\$ 27,000.00	100%	\$ 27,000.00
1.2	Mobilization	LS	xxxxx	xxxxx	\$ 139,000.00	100%	\$ 139,000.00
1.3	General Requirements	LS	xxxxx	xxxxx	\$ 152,000.00	100%	\$ 152,000.00
2.1	Demolition	LS	xxxxx	xxxxx	\$ 14,000.00	100%	\$ 14,000.00
2.2	Excavation & Backfill Clarifier	LS	xxxxx	xxxxx	\$ 78,000.00	100%	\$ 78,000.00
2.3	Excavation & Backfill UV	LS	xxxxx	xxxxx	\$ 53,000.00	100%	\$ 53,000.00
2.4	Sidewalks	LS	xxxxx	xxxxx	\$ 7,000.00	100%	\$ 7,000.00
2.5	Underground Pipe	LS	xxxxx	xxxxx	\$ 110,000.00	100%	\$ 110,000.00
2.6	Seeding & Landscaping	LS	xxxxx	xxxxx	\$ 2,000.00	100%	\$ 2,000.00
3.1	Reinforcing Steel Structures & Slab	LS	xxxxx	xxxxx	\$ 62,000.00	100%	\$ 62,000.00
3.2	#25 Clarifier Splitter Box	LS	xxxxx	xxxxx	\$ 66,000.00	100%	\$ 66,000.00
3.3	#40 UV Disinfection Structure	LS	xxxxx	xxxxx	\$ 41,000.00	100%	\$ 41,000.00
3.4	#40 UV Diversion Structure	LS	xxxxx	xxxxx	\$ 19,000.00	100%	\$ 19,000.00
5.1	Misc. Metals, Handrail & Grating	LS	xxxxx	xxxxx	\$ 36,000.00	100%	\$ 36,000.00
8.1	Doors & Hardware	LS	xxxxx	xxxxx	\$ 4,000.00	100%	\$ 4,000.00
9.1	Painting	LS	xxxxx	xxxxx	\$ 107,000.00	100%	\$ 107,000.00
11.1	Slide & Sluice Gates	LS	xxxxx	xxxxx	\$ 32,000.00	100%	\$ 32,000.00
11.2	Screw Pump Rehabilitation	LS	xxxxx	xxxxx	\$ 119,000.00	100%	\$ 119,000.00
11.3	UV Disinfection Equipment	LS	xxxxx	xxxxx	\$ 229,000.00	100%	\$ 229,000.00
13.1	Prefab Aluminum Shelter	LS	xxxxx	xxxxx	\$ 29,000.00	100%	\$ 29,000.00
16.1	Electrical	LS	xxxxx	xxxxx	\$ 48,000.00	100%	\$ 48,000.00
16.2	Controls & Instrumentation	LS	xxxxx	xxxxx	\$ 16,000.00	100%	\$ 16,000.00
Contract Price:					\$1,390,000.00		\$ 1,390,000.00

MATERIALS STORED SUMMARY

Description	# of Units	Unit Price	Extended Cost
Total			\$ -

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 1,390,000.00	\$ 1,390,000.00
Approved Change Order (list each)	Change Order No. 1	\$ 3,732.43	\$ 3,732.43
	Change Order No. 2	\$ 87,946.89	\$ 87,946.89
	Change Order No. 3	\$ 2,137.16	\$ 2,137.16
	Change Order No. 4	\$ 63,735.59	\$ 63,735.59
	Change Order No. 5	\$ 4,094.29	\$ 4,094.29
	Change Order No. 6	\$ 28,862.26	\$ 28,862.26
	Change Order No. 7	\$ 17,855.36	\$ 17,855.36
	Change Order No. 8	\$ 65,974.24	\$ 65,974.24
	Revised Contract Price	\$ 1,664,338.22	\$ 1,664,338.22

Stored \$ -
 Total Earned \$ 1,664,338.22
 Retainage (5%)
 Total Earned Less Retainage \$ 1,664,338.22

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 45,053.75	
	Pay Estimate No. 2	\$ 38,632.75	
	Pay Estimate No. 3	\$ 126,454.54	
	Pay Estimate No. 4	\$ 417,866.41	
	Pay Estimate No. 5	\$ 107,784.61	
	Pay Estimate No. 6	\$ 274,623.56	
	Pay Estimate No. 7	\$ 104,986.72	
	Pay Estimate No. 8	\$ 61,780.36	
	Pay Estimate No. 9	\$ 42,927.36	
	Pay Estimate No. 10	\$ 68,875.00	
	Pay Estimate No. 11	\$ 35,892.62	
	Pay Estimate No. 12	\$ 54,343.46	
	Pay Estimate No. 13	\$ 11,400.00	
	Pay Estimate No. 14	\$ 50,624.38	
	Pay Estimate No. 15	\$ 25,950.72	
	Pay Estimate No. 16	\$ 113,925.07	

Total Previously Approved \$ 1,581,121.31
 Amount Due This Request \$ 83,216.91

Percent Complete 100%

The amount \$83,216.91 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
WRH, Inc.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
Mount Vernon, Iowa

Signature: Mark Droessler

Signature: Emily Linebaugh

Signature: _____

Name: MARK DROESSLER

Name: Emily Linebaugh

Name: _____

Title: SR. PROJECT MANAGER

Title: Engineer

Title: _____

Date: 11-10-21

Date: November 10, 2021

Date: _____

K. Reports-Received/File



Mount
Vernon
IOWA

Chris Nosbisch, City Administrator
Douglas Shannon, Chief of Police

Jamie A. Hampton, Mayor

Council:

Eric Roudabush
Scott Rose
Tom Wieseler
Stephanie West
Deb Herrmann

Parks and Recreation Department
Directors Report
October 15 – November 15

Parks

- All parks and their facilities have been winterized.**
- Park and Rec Board have been discussing CIP items at length, including trail projects. A Trails Committee has been formed and will host their first meeting on November 18th.**

Sports

- Girls Basketball is in full swing now with seven teams in Grades 3-6 (up from 6 last year with two teams in 3rd Grade, two teams in 4th Grade, and three teams in 5th-6th Grade).**
- We also have 22 girls registered for 2nd Grade and 13 girls registered for 1st Grade Basketball on Saturday mornings.**
- Boys Basketball registration will begin at the end of November.**

Pool

- Pool report will be discussed at Park and Rec Board Meeting November 9th. We will bring this to Council in December.**

Misc

- Reminder that Magical Night is Dec 1st. Park and Rec will offer a take and make Cookie Decorating during another drive thru event.**

L. Discussion Items (No Action)

AGENDA ITEM # L – 1

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	November 15, 2021
AGENDA ITEM:	City Council Vacancy
ACTION:	None

SYNOPSIS: I have included information from the Iowa League of Cities regarding the vacancy that will be created when Councilperson Wieseler vacates his seat to become Mayor. Ultimately this will be a decision for the next Council, but I wanted everyone to have the information before January.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 11/10/21



Council Vacancies



Updated on October 26, 2021



Posted on December 13, 2016

Administration

Relevant Downloads and Links

Elections

[LINK](#)

City council vacancies can occur in a number of ways, including a council member resigning, moving out of the city or ward in which they were elected, dying or being removed from office. Councils have several options in filling a vacant seat and must follow proper procedures when doing so.

Filling Vacancy by Appointment

One of the options a city council has in filling a vacancy is to appoint an individual to the seat. To do so, a notice of intent is required to be published not less than four and not more than 20 days before the date the council considers the appointment in accordance with Section 362.3 of the *Code of Iowa*. The notice must identify the vacancy, state the intention of the council to fill the vacancy by appointment and indicate the date, time and place of the meeting at which the appointment will be made. The notice must also state that the public has a right to petition for a special election.

The appointment to fill a vacancy must be made within 60 days of the date the vacancy occurred. The council may publish notice in advance if a resignation is to take effect at a future date. The council may make the appointment after the notice is published or after the vacancy occurs, whichever is later.

Anyone who the council considers for appointment is required to meet the same qualifications as a candidate seeking to run for the office. *Code of Iowa* Section 39.27 requires the candidate be an eligible elector and a resident of the city or ward for which the person seeks to represent. There is no required procedure for identifying candidates for appointment, other than ensuring any interested individuals are eligible for office. The city council can determine its own process for identifying potential candidates.

Filling Vacancy by Special Election

If the city council chooses to fill the vacancy by special election or must have a special election due to a petition, it may be held concurrently with any pending election (as provided by *Code of Iowa* Section 69.12). If it is held concurrently with a pending election, the vacancy must be filled within 90 days after the vacancy occurs. If not, the election shall be called at the earliest practical date. If the city has a primary election provision, notice to the auditor must be given at least 60 days before the special election date. For all other cities, notice to the auditor must be given at least 32 days before the special election date. If the remaining members do not constitute a quorum, the election shall be called at the earliest practical date.

Petition for Special Election After Appointment

If the city council chooses to fill a vacancy by appointment, the public can petition for a special election to fill the vacancy. The petition must be filed within 14 days after the appointment is made or the notice is published, whichever is later, and contain a sufficient number of signatures of eligible electors of the city. Below are the required number of signatures by city population:

- Less than 10,000 – At least 200 or at least the number of signatures equal to 15 percent of voters who voted for candidates for office on the ballot at the preceding regular election, whichever is fewer.
- 10,000-50,000 – At least 1,000 or at least the number of signatures equal to 15 percent of voters who voted for candidates for office on the ballot at the preceding regular election, whichever is fewer.

- More than 50,000 – At least 2,000 or at least the number of signatures equal to 10 percent of voters who voted for candidates for office on the ballot at the preceding regular election, whichever is fewer.
- In all cases, the minimum number of signatures cannot be less than 10.

If more than one vacant position was to be filled for the office in which the vacancy exists at the preceding election, the number is computed by dividing the total number of votes cast for the office by the number of seats to be filled.

Tenure of Filled Vacancy

A person appointed to fill a council vacancy serves until the next city election, unless there is an intervening special election for that city (this was changed during the 2014 legislative session; the previous law stated appointees served until the next election, whether that election was the regular city election or state election). If a valid petition for a special election is filed, the appointment is temporary and the council shall call a special election to fill the vacancy permanently. A person elected to fill a vacancy serves the remaining balance of the term.

Lack of Quorum due to Vacancies

If there are concurrent vacancies on the council and the remaining council members do not constitute a quorum of the full membership, a special election shall be called by the county at the earliest practicable date. The remaining council members shall give notice to the county of the absence of a quorum. If there are no remaining council members, the city clerk shall give notice to the county of the absence of a council. If the office of city clerk is vacant, the city attorney shall give notice to the county of the absence of a clerk and a council.

The city clerk is authorized to make the following payments without prior approval of the council:

- For fixed charges including but not limited to freight, express, postage, water, light, telephone service or contractual services, after a bill is filed with the clerk.
- For salaries and payrolls if the compensation has been fixed or approved by the council. The salary or payroll shall be certified by the officer or supervisor under whose direction or supervision the compensation is earned.

If concurrent vacancies exist and the remaining council members do not constitute a quorum of the full membership and the office of city clerk is vacant, the county auditor of the county where the city is located shall make the payments described without prior approval of the council. The bills paid during this time shall be submitted to the city council for review and approval at the next regular meeting following payment in which a quorum of the council is present.

Street Address

500 SW 7th Street, Suite 101
Des Moines, IA 50309-4111

Remit Payments to

PO Box 8296
Des Moines, IA 50301

General Email

mailbox@iowaleague.org

Phone (515) 244-7282

Fax (978) 367-9733

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[Sitemap](#)

M. Reports Mayor/Council/Admin.

**CITY OF MT. VERNON
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL
November 15, 2021**

- The pool RFP has been posted to the Iowa League of Cities website and distributed to design professionals across the Midwest. Other RFP's that will be forthcoming include the website redesign and city attorney services.
- Just a reminder that City Offices will be closed on Thursday, November 25, 2021 and Friday, November 26, 2021 in observance of the Thanksgiving holiday.
- The employee recognition program will be held at City Hall this year on Friday, December 17, 2021.